DOCUMENT RESUME

ED 353 982 IR 054 356

TITLE Plan of Organization and Service of the Onondaga-Cortland-Madison School Library System, July 1, 1991-June 30, 1994.

INSTITUTION Onondaga-Cortland-Madison Board of Cooperative Educational Services, Syracuse, NY. School Library System.

PUB DATE [Jul 91]

NOTE 96p.

PUB TYPE Reports - Descriptive (141) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC04 Plus Postage.

DESCRIPTORS Elementary Secondary Education; *Evaluation Criteria; Interlibrary Loans; Learning Resources Centers; Library Collection Development; *Library Networks; *Long Range Planning; *Objectives; Professional Continuing Education; Professional Development; *School Libraries; *Shared Library Resources; Special Needs Students; State Programs; Union Catalogs

IDENTIFIERS Boards of Cooperative Educational Services

ABSTRACT

This publication contains the 3-year plan of a three-county school library system located in central New York State. The system is funded by the state, and the contents of the plan are mandated by state regulation. The plan provides the following: (1) organizational information; (2) a membership list of the School Library System Council; (3) information on internal organization and staffing, including an organizational chart; (4) a list of 23 member school districts and 5 nonpublic schools, together with the name of the certified school library media specialist designated as liaison to the system, and a list of member schools; (5) a description of the development of the system's union catalog; (6) a description of the system's union list of serials and other materials; (7) a description of the plan for interlibrary loans among system members; (8) procedures for cooperative collection development; (9) procedures and systems for professional development and continuing education; (10) procedures and systems for communication among member libraries; (11) a description of special client needs and programs designed to meet those needs; (12) plans for cooperating with other library systems; (12) a description of evaluation and reporting procedures; and (13) the goals, objectives, and expected accomplishments for 1992-1994. Job descriptions, System Council guidelines and membership, Liaison Council membership, and a lengthy form for member planning and reporting are appended. Also included is a separate document that covers the background and regulations of New York State's School Library Systems. (KRN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

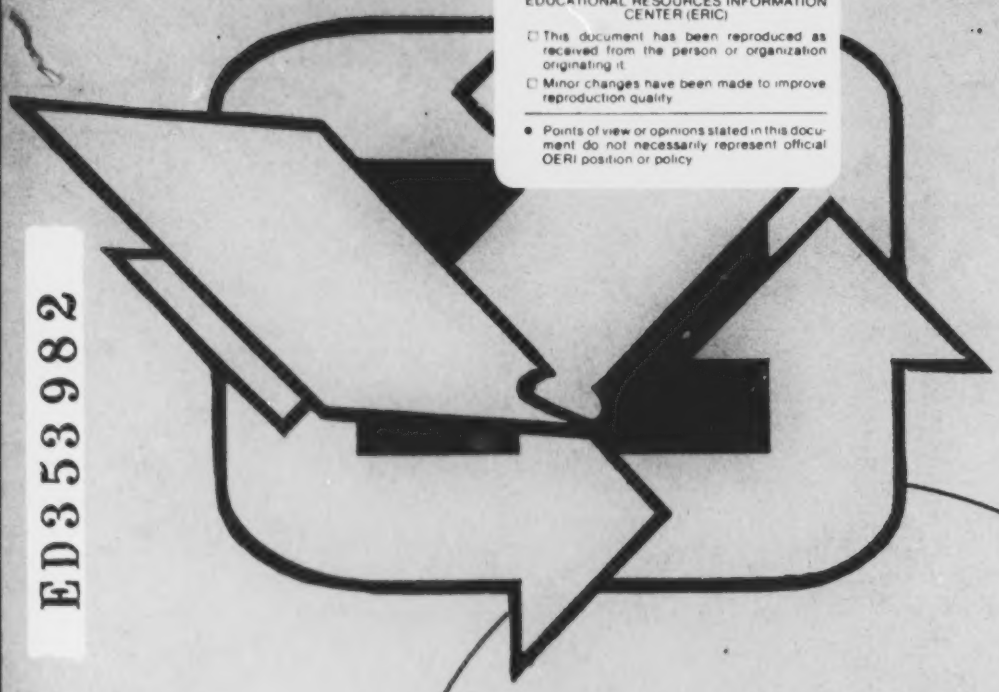
U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED353982



PLAN OF ORGANIZATION AND SERVICE

July 1, 1991 - June 30, 1994

of the

Onondaga-Cortland-Madison School Library System

120543 56

BEST COPY AVAILABLE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Judith A. Jerome

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

P.O. Box 4774 Syracuse, NY 13221 (315) 433-2665

ONONDAGA CORTLAND MADISON SCHOOL LIBRARY SYSTEM

PLAN OF ORGANIZATION AND SERVICE
July 1, 1991 - June 30, 1994

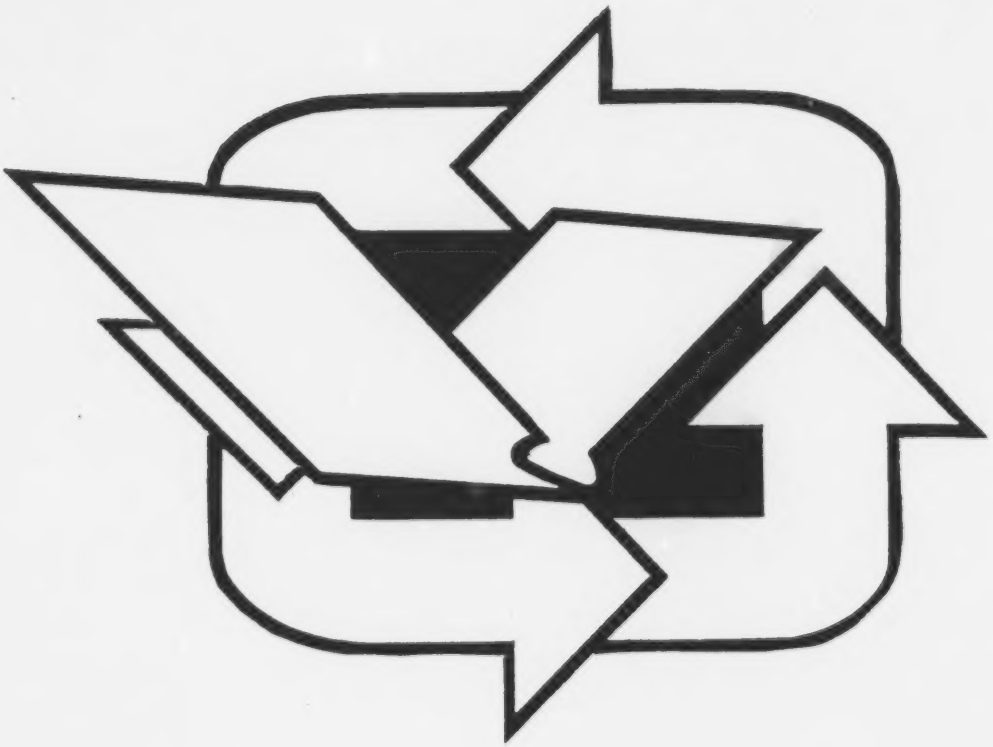


TABLE OF CONTENTS

		Page
1.	Organization	1
2.	School Library System Council	2
3.	Internal Organization and Staffing	4
4.	Membership	6
5.	Union Catalog	14
6.	Union List of Serials	19
7.	Interlibrary Loan	21
8.	Cooperative Collection Development	23
9.	Professional Development and Continuing Education	23
10.	Communication	25
11.	Special Client Needs	28
12.	Intersystem Cooperation	28
13.	Member Plan	31
14.	Evaluation and Reports	32
15.	Long Range Goals	34
16.	1991 - 92 School Year: Key Objectives and Expected Accomplishments	36
17.	1992 - 93 School Year: Key Objectives and Expected Accomplishments	40
18.	1993 - 94 School Year: Key Objectives and Expected Accomplishments	44
19.	Job Descriptions	Appendix A
20.	System Council Guidelines System Council Membership Liaison Council Membership	Appendix B
21.	Member Plan and Report	Appendix C
22.	Signatures	Appendix D

ONONDAGA CORTLAND MADISON SCHOOL LIBRARY SYSTEM

PLAN OF ORGANIZATION AND SERVICE
July 1, 1991 - June 30, 1994

1. ORGANIZATION

A. ***Educational Agency that will serve as governing body and fiscal agent***

1. Onondaga-Cortland-Madison BOCES

2. P.O. Box 4654
6820 Thompson Road
Syracuse, New York 13221

3. Dr. Lee G. Peters, District Superintendent

B. ***School Library System***

1. Onondaga-Cortland-Madison School Library System

2. P.O. Box 4774
6075 E. Molloy Road, Rodax 7
Syracuse, New York 13221

3. (315) 433-2665, 433-2663, 433-2670

4. Telefacsimile no.: (315) 433-1530

C. ***School Library System Director***

1. Judith A. Jerome

2. The position of School Library System Director is a twelve month position within the BOCES Audiovisual Media Department. Under the general supervision of the Director of Educational Communications, the School Library System Director is responsible for the administration of the School Library System as outlined in CR 90.18(d).

   An Administrative Job Description for the School Library System Director is included in the Onondaga-Cortland-Madison BOCES Supervisor's Handbook. (See Appendix A - Job Descriptions.)

D. School Library System Council

Roster of Members 1990 - 1991

Name	Title	Address	Term exp.
Timothy Barstow	Principal	Hazard St. Middle School Solvay, NY 13209	June, 1993
George Cady	LMS	Baker High School Baldwinsville, NY 13027	June, 1993
Judith Dzikowski	LMS Lib. Coor.	Cortland Jr/Sr High Cortland, NY 13045	June, 1992
Sari Feldman	Head Staff/Collection Development	Onondaga Cty. Pub. Library System Syracuse, NY 13202	June, 1993
Nancy Funk	LMS	McGraw Elementary McGraw, NY 13101	June, 1993
Martha Heer	LMS Dir./Lower School	Manlius-Pebble Hill School DeWitt, NY 13214	June, 1991
Doretha Lofters	LMS	Cicero-N. Syracuse High Cicero, NY 13039	June, 1993
William Moth	Asst. Supt.	Chittenango Central Schools Chittenango, NY 13037	June, 1993
Andrea Price	Supt.	Cincinnatus Central Schools Cincinnatus, NY 13040	June, 1991
Jeane Rinker	LMS	Jamesville-Dewitt Middle School Jamesville, NY 13078	June, 1992
Daniel Rizzo	Head Technical Services	Coulter B. Library Onondaga Community College Syracuse NY 13215	June, 1991
David Taddeo	Principal	Heffernan Elementary School Marcellus, NY 13108	June, 1992
Carolyn Trombly	LMS	Camillus Middle School Camillus, NY 13031	June, 1993
Eleanor Turan	LMS	Soule Rd. Middle School Liverpool, NY 13090	June, 1992

Andrew Voninski	Asst. Supt.	E. Syracuse-Minoa Central Schools E. Syracuse, NY 13057	June, 1992
Keith Washburn	Director	CNY Library Resources Council Syracuse, NY 13208	June, 1993

2. **Names of the Council Chair, affiliation, address, date term expires**

   Martha Heer, Director, Lower School
   Manlius-Pebble Hill School
   Term expires: June, 1991

   Policies and procedures to be used for selection of Council members, filling vacancies, and Council operation.

   Guidelines for Council Membership were developed by a committee of council members and adopted by the full Council at the May 20, 1987 meeting.(See Appendix B - Council Guidelines.)

3. **Assurance that the Council will meet at least four times each year.**

   Tentative Schedule of Meetings 1991-1992

   Sept. 25, 1991 (jointly with liaison council)
   Dec. 12, 1991
   Feb. 13, 1992
   April 16, 1992
   June 11, 1992

*E. **Public Library System(s)***

1. **List the public library system(s) in the school library system service area.**

   Onondaga County Public Library System (OCPL)
   Finger Lakes Library System (FLLS)
   Mid-York Library System (MYLS)

*F. **Reference and Research Library Resources (3R's) System(s)***

1. **Name the 3R's system(s) of which the school library system(s) is a member.**

   Central New York Library Resources Council (CENTRO)
   South Central Resources Council (SCRL)

G. *Internal Organization and Staffing*

1.a. **List by name and position the full-time staff members, professional and non-professional, of the school library system. Describe the function of each and the amount of time to be devoted to this function.**

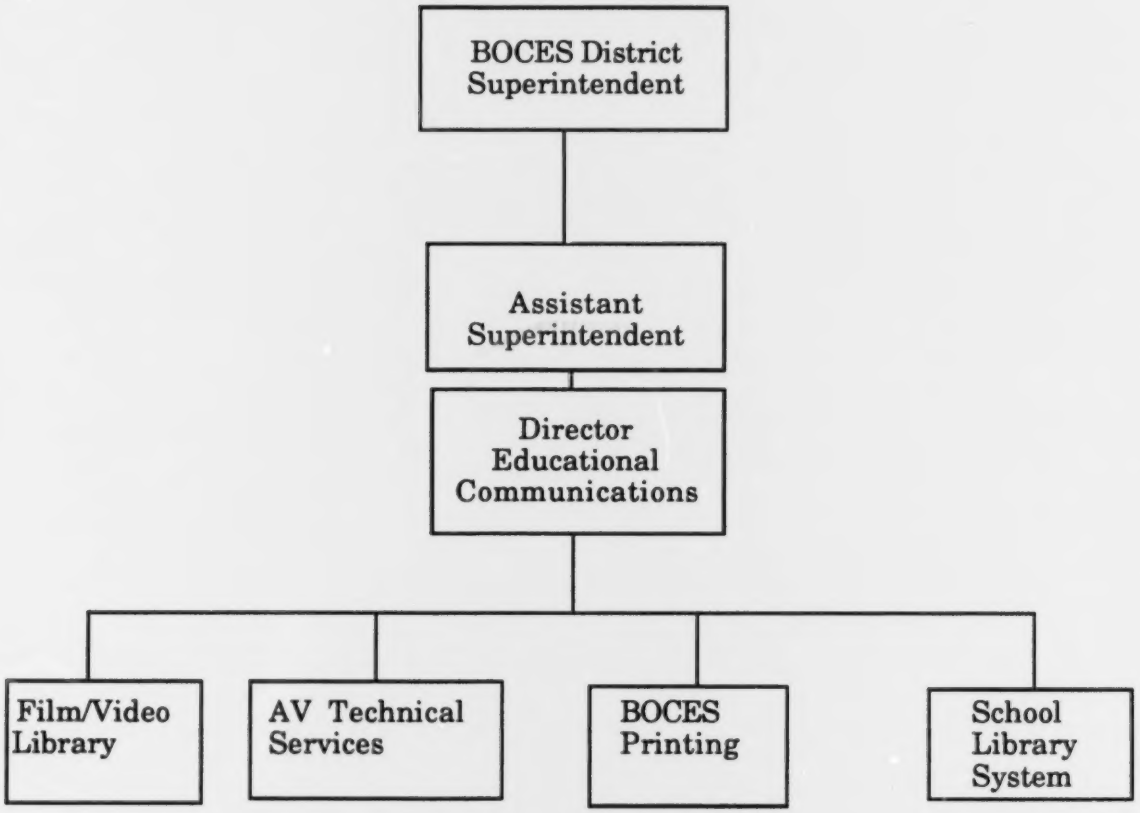
Function	**% of time**
Director: Judith A. Jerome	
Administration/Supervision/Governance	60%
Consultant Services/PR	20%
Professional Development/Continuing Education	20%
Interlibrary Loan Clerk: Josephine Scanlon	
Interlibrary Loan	75%
Union Catalog/Data Base Entry	15%
Union List of Serials	10%
Secretary: Susan Crandall	
Office Management/Budget	50%
Union Catalog/Data Base Entry	25%
Interlibrary Loan Delivery	10%
Professional Development/Continuing Education	5%
Administrative/Public Relations Assignments	10%

1.b. **List by name and position the part-time staff members. Describe their functions and number of hours per week employed.**

The School Library System employs part-time staff on a contractual basis for the purpose of data entry and union catalog maintenance. Hours vary depending on available funding. Staffing varies from 1 to 3 part-time contractual employees. The following are currently employed by the SLS for data entry in non-prime time: Gail Rizzo, Barbara Roach and Edgar G. Sanford.

2. **Provide the educational agency's internal organization chart indicating the placement of the system and director withing the BOCES.**

Internal Organization and Staffing

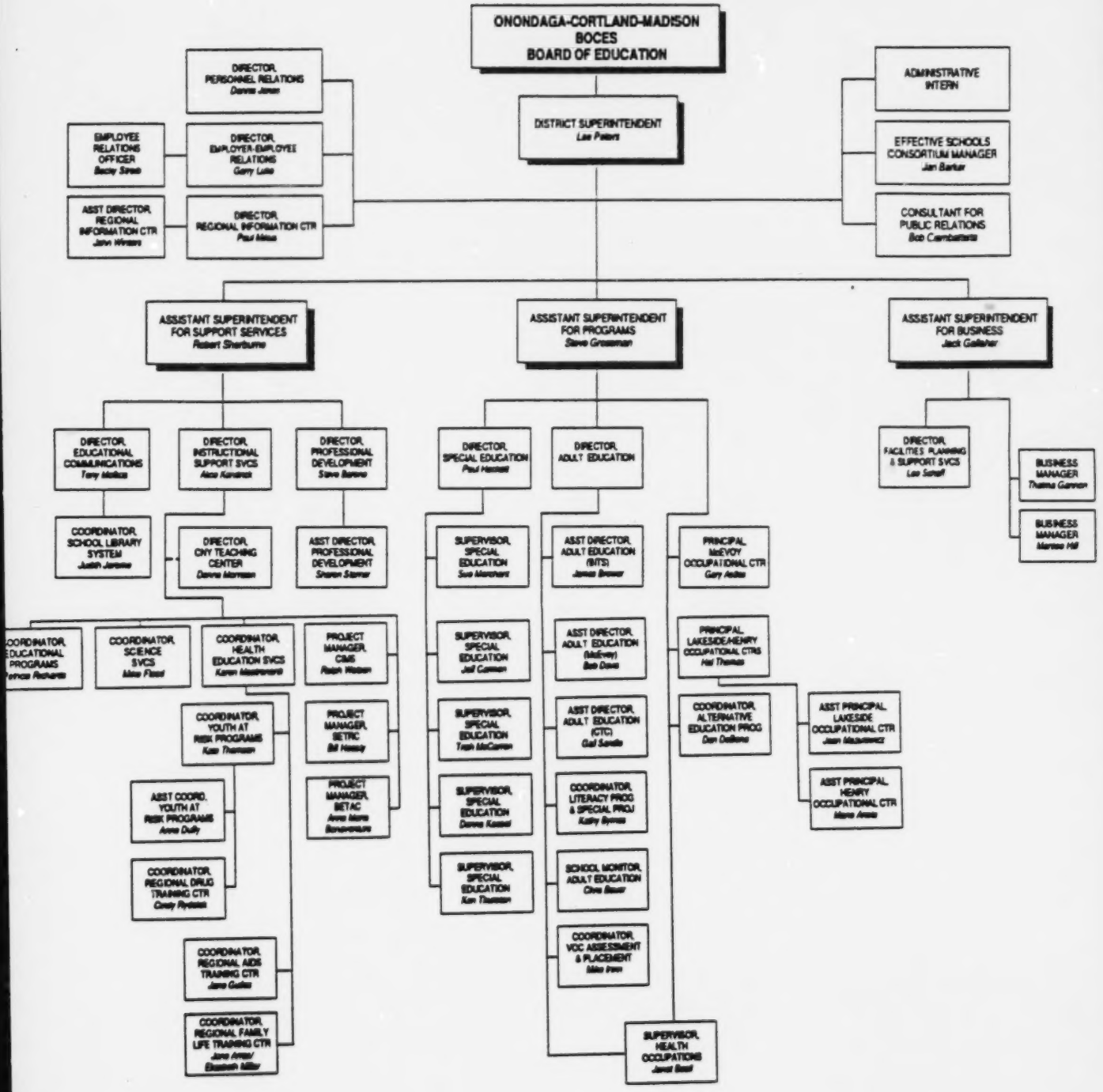


3. **List by name, position, and address the person to whom the system director reports.**

Anthony Mollica, Director
Educational Communications
Onondaga-Cortland-Madison BOCES
6075 Molloy Rd. Rodax 8
Syracuse, NY 13221

ONONDAGA · CORTLAND · MADISON BOCES

ORGANIZATION CHART


ONONDAGA-CORTLAND-MADISON BOCES BOARD OF EDUCATION
DISTRICT SUPERINTENDENT Lee Peters
DIRECTOR, PERSONNEL RELATIONS Donna Jones
EMPLOYEE RELATIONS OFFICER Becky Sines
DIRECTOR, EMPLOYER-EMPLOYEE RELATIONS Gerry Lutz
ASST DIRECTOR, REGIONAL INFORMATION CTR John Winters
DIRECTOR, REGIONAL INFORMATION CTR Paul Moss
ADMINISTRATIVE INTERN
EFFECTIVE SCHOOLS CONSORTIUM MANAGER Jan Bartar
CONSULTANT FOR PUBLIC RELATIONS Bob Cambareri
ASSISTANT SUPERINTENDENT FOR SUPPORT SERVICES Robert Sherburne
ASSISTANT SUPERINTENDENT FOR PROGRAMS Steve Grossman
ASSISTANT SUPERINTENDENT FOR BUSINESS Jack Gallaher
DIRECTOR, EDUCATIONAL COMMUNICATIONS Tony Mollica
DIRECTOR, INSTRUCTIONAL SUPPORT SVCS Alice Kanarick
DIRECTOR, PROFESSIONAL DEVELOPMENT Steve Barone
DIRECTOR, SPECIAL EDUCATION Paul Hassel
DIRECTOR, ADULT EDUCATION
DIRECTOR, FACILITIES PLANNING & SUPPORT SVCS Lee Sorauf
BUSINESS MANAGER Thelma Gannon
BUSINESS MANAGER Marissa Hill
COORDINATOR, SCHOOL LIBRARY SYSTEM Judith Jerome
DIRECTOR, CNY TEACHING CENTER Donna Morrison
ASST DIRECTOR, PROFESSIONAL DEVELOPMENT Sharon Sumner
SUPERVISOR, SPECIAL EDUCATION Sue Merchant
SUPERVISOR, SPECIAL EDUCATION Jeff Cannon
SUPERVISOR, SPECIAL EDUCATION Trish McCarron
SUPERVISOR, SPECIAL EDUCATION Donna Kassel
SUPERVISOR, SPECIAL EDUCATION Ken Thurston
ASST DIRECTOR, ADULT EDUCATION (BITS) James Brewer
ASST DIRECTOR, ADULT EDUCATION (McEvoy) Bob Davis
ASST DIRECTOR, ADULT EDUCATION (CTC) Gail Sandle
COORDINATOR, LITERACY PROG & SPECIAL PROJ Kathy Byrnes
SCHOOL MONITOR, ADULT EDUCATION Chris Bauer
COORDINATOR, VOC ASSESSMENT & PLACEMENT Mike Irwin
PRINCIPAL, McEVOY OCCUPATIONAL CTR Gary Andes
PRINCIPAL, LAKESIDE/HENRY OCCUPATIONAL CTRS Hal Thomas
COORDINATOR, ALTERNATIVE EDUCATION PROG Dan DeBona
ASST PRINCIPAL, LAKESIDE OCCUPATIONAL CTR Joan Mackiewicz
ASST PRINCIPAL, HENRY OCCUPATIONAL CTR Marie Arena
SUPERVISOR, HEALTH OCCUPATIONS Janet Beal
COORDINATOR, EDUCATIONAL PROGRAMS Patricia Richards
COORDINATOR, SCIENCE SVCS Mike Flood
COORDINATOR, HEALTH EDUCATION SVCS Karen Mastrianni
PROJECT MANAGER, CIMS Ralph Weber
PROJECT MANAGER, SETRC Bill Hussey
PROJECT MANAGER, BETAC Anne Marie Bonaventure
COORDINATOR, YOUTH AT RISK PROGRAMS Kate Thomson
ASST COORD, YOUTH AT RISK PROGRAMS Anne Duffy
COORDINATOR, REGIONAL DRUG TRAINING CTR Cindy Rydzak
COORDINATOR, REGIONAL AIDS TRAINING CTR Jane Gates
COORDINATOR, REGIONAL FAMILY LIFE TRAINING CTR Jane Arras/ Elizabeth Miller

"Committed To Your Success"

Revised: 2/6/91

II. PLAN OF SERVICE

A. MEMBERSHIP

1. **List the members (districts) and participants (buildings) of the school library system for the year 1991-1992.**

Public School Districts	23
BOCES	1
Nonpublic schools	5
TOTAL Members	**29**

See also charts on pages

2. **Total enrollment of system members as of October 1, 1990.**

Public School Districts	61,868
Nonpublic Members	2,080
TOTAL enrollment	**63,948**

3. **For each public school district member list:**

   (a) **Liaisons: Name of certified school library media specialist designated as liaison to the system.**

   (b) **Each participating building:**

      (1) Name of library media specialist
      (2) Enrollment, grades served
      (3) Number of volumes in the library media center.

MEMBERSHIP
Public Schools

Baldwinsville — **Diane Nowak**
District — Liaison

Building	Librarian	Sch-En	Grades	Vols.
Baker High	George Cady	1,127	10-12	19,199
Durgee Jr. High	Diane Nowak	823	8-9	7,818
Ray Middle	Florence Obrist	886	6-7	10,867
Elden El.	Bonnie Kisselstein	474	K-5	12,250
McNamara El.	Judy Lindsley	535	K-5	8,530
Palmer El.	Anna Foley	582	K-5	6,058
Reynolds El.	Kathy Rosati	507	K-5	9,097
Van Buren El.	Vicki Cartner	483	K-5	11,719

Cazenovia — **Jean Williams**
District — Liaison

Cazenovia High	Vicki Reutter	718	8-12	11,075
Green St. School	Jean Williams	415	5-7	8,853
Burton St. El.	Dorothy Reeves	644	K-4	11,485

Chittenango — **Betty Jane Mitscher**
District — Liaison

Chittenango High	Betty Jane Mitscher	925	8-12	10,431
Lake St. Middle	Marilyn Natke	397	6-7	10,246
Bolivar Rd. El.	Lita Rodman	626	K-5	11,966
Bridgeport El.	Carolyn Wintringer	420	K-5	12,491
Chittenango Station	Carolyn Wintringer	285	K-5	9,055

Cincinnatus — **Sarah Swisher**
District — Liaison

Cincinnatus High	Sarah Swisher	317	7-12	7,235
Cincinnatus El.	Thayer Miller	417	K-6	8,296

Cortland District		**Carol Foster** Liaison		
Cortland Jr/Sr High	Elizabeth Thomas Judith Dzikowski	1,339	7-12	13,465
F.S. Barry El.	Nancy Hatch	402	K-6	8,556
A.B. Parker El.	Phyllis Donahue	339	K-6	11,876
Randall El.	Luann Moro	384	K-6	10,229
F.E. Smith El.	Carol Foster	369	K-6	10,073
Virgil El.	Victoria Dick	185	K-6	6,049

DeRuyter District		**Ira Tobak** Liaison		
DeRuyter Central	Ira Tobak	580	K-12	11,929

East Syracuse-Minoa District		**Ronald Muraca** Liaison		
E. Syracuse-Minoa High	Ronald Muraca	782	10-12	21,200
Pine Grove Jr. High	Mary Ellen Shaver	821	7-9	16,059
Fremont El.	Diane Meyer	361	4-6	5,992
Kinne St. El.	Diane Meyer	399	4-6	8,323
Heman St. El.	Jane Tretler	346	PreK-3	6,191
Minoa El.	Elizabeth Poggiali	507	K-3	11,049
Woodland El.	Jane Tretler	454	PreK-3	10,860

Fabius-Pompey District		**Kathy Barlow** Liaison		
Fabius-Pompey High	Kathy Barlow	369	7-12	8,967
Fabius-Pompey El.	Karin Akulonis	499	K-6	13,888

Fayetteville-Manlius District		**Merrilee Crowell** Liaison		
Fayetteville-Manlius High	Linda Freytag	1,090	9-12	17,624
Eagle Hill Middle	Kaye Lindauer	637	5-7	12,480
Wellwood Middle	Barbara Tompkins	554	5-7	13,556

Enders Rd. El.	Cynthia Machan	574	K-4	11,263
Fayetteville El.	Merrilee Crowell	486	K-4	8,506
Mott Rd. El.	Cybie Mauro	431	K-4	6,984

Homer District	**Elizabeth Keck** Liaison			
Homer High	Elizabeth Keck	735	9-12	11,087
Homer Jr. High/ Intermediate	Sally Delpopolo Diane Nachtrieb	1,150	4-8	25,032
Homer El.	Kathryn Jacobsen	526	K-3	12,165
Truxton El.	Sally DelPopolo	143	K-6	6,164

Jamesville-Dewitt District	**Sharon Voninski** Liaison			
Jamesville-Dewitt High	Sharon Voninski	643	9-12	22,676
Jamesville-Dewitt Middle	Jeane Rinker	678	5-8	15,965
Moses Dewitt El.	Fran Campbell	357	K-4	7,700
Jamesville El.	Janet Hamm	299	K-4	5,660
Tecumseh El.	Rosemary Laguzza	278	K-4	NA

Lafayette District	**Barbara Griffin** Liaison			
Lafayette High	Mary Beth Feliu	415	7-12	13,410
Grimshaw El.	Barbara Griffin	646	K-6	12,453
Onondaga Nation	Kathryn Whitehorn	123	K-8	7,468

Liverpool District	**Kathleen Graber** Liaison			
Liverpool High	Prunella Williams Susan Kline Lynn Peters Ted Stry	2,835	9-12	34,924
Chestnut Hill Middle	Sarah Goodfellow	459	7-8	8,446
Liverpool Middle	Kathleen Graber	499	7-8	8,000
Soule Rd. Middle	Eleanor Turan	529	7-8	8,409

Chestnut Hill El.	Frances Sylvester	512	K-6	13,769
Craven Crawford El.	Norma Rosti	473	K-6	6,502
Donlin Dr. El.	Thomas Hutt	539	K-6	10,590
Elmcrest El.	Ruben Marshall	555	K-6	12,749
Liverpool El.	Susan Slenker	415	K-6	11,347
Longbranch El.	Nancy Howell	554	K-6	11,194
Morgan Rd. El.	Michael Brown	470	K-6	13,989
Nate Perry El.	Sally Ann Wnuk	497	K-6	8,974
Soule Rd. El.	Lani Yamami	495	K-6	13,300
Wetzel Rd. El.	Patricia Kantor	519	K-6	6,163
Willow Field El.	Karen Beale	464	K-6	4,030

Lyncourt District		**Gray Weingarten** Liaison		
Lyncourt	Gray Weingarten	294	K-8	16,840

Marathon District		**Rosalie Burd** Liaison		
Marathon High	Rosalie Burd	363	7-12	13,050
Wm. Appleby El.	Thayer Miller	529	K-6	9,500

Marcellus District		**Ann Mitchell** Liaison		
Marcellus High	Ann Mitchell	552	9-12	10,142
K.C. Heffernan El.	June Ast	694	K-3	12,182
Driver Middle	Guy Vasta	714	4-8	13,231

McGraw District		**Jane M. Nichols** Liaison		
McGraw High	Jane M. Nichols	290	7-12	8,198
McGraw El.	Nancy Funk	389	K-6	9,772

North Syracuse District		**Jean Bewley** Liaison		
Cicero-N. Syracuse High	Doretha Lofters	1,817	10-12	23,228
N. Syracuse Jr. High	Flora Briggs	1,376	8-9	16,953
Gilette Rd. Middle	Dorothy Gordon	1,184	5-7	9,491
Roxboro Rd. Middle	Jean Pray	1,174	5-7	14,632
Allen Rd. El.	Cynthia Dudczak	425	K-4	12,405
Bear Rd. El.	Elizabeth Meyer	802	K-4	14,310
Cicero El.	Alice Donabella	654	K-4	11,585
Lakeshore Rd. El.	Carole Drenchko	779	K-4	8,514
Roxboro Rd. El.	Deborah Young	484	K-4	8,810
Smith Rd. El.	Jean Bewley	859	K-4	17,492

Onondaga Central District		**Diane Medvitz** Liaison		
Onondaga High	Diane Medvitz	439	7-12	13,336
Wheeler Middle	Anne Kidney	323	2-6	8,843
Rockwell El.	Anne Kidney	281	K-1	2,500

Solvay District		**Mary Scaia** Liaison		
Solvay High	Kathryn Barstow	505	9-12	12,612
Hazard St. Middle	Rosemarie Novembrini	334	6-8	8,680
Lakeland El.	Mary Scaia	235	K-5	6,614
Solvay El.	Marie Miczan	525	K-5	8,635

Tully District		**Wilma Fessenden** Liaison		
Tully Jr/Sr High	Allen Shreffler	477	7-12	14,187
Tully El.	Wilma Fessenden	645	K-6	9,932

West Genesee District		**Linda Perla** Liaison		
West Genesee High	Elisabeth Kramer Linda Perla	1,350	9-12	18,111

Camillus Middle	Carolyn Trombly	440	6-8	14,222
West Genesee Middle	Nancy Karapin	628	6-8	12,081
East Hill El.	Renee Wiles	515	K-5	11,588
Onondaga Rd. El.	Sally Canavan	383	K-5	10,810
Split Rock El.	Eunice Calvert	402	K-5	10,369
Stonehedge El.	Jane Rose	928	K-5	17,518

Westhill District — **Beth Kieffer** Liaison

Westhill High	Joe DeCapio	499	9-12	9,777
Onondaga Hill Middle	Beth Kieffer	344	6-8	9,000
Cherry Rd. El.	Margreta Drexler	361	3-5	6,264
Walberta Park Prim.	Lynn Sine	378	K-2	3,680

4. **For each nonpublic school member list:**

   (a) **Name of person designated as liaison to the system.**

   (b) **Name of school staff person responsible for the school library media center.**

   (c) **Enrollment, grades served.**

   (d) **Number of volumes in the library media center.**

Non Public

Manlius-Pebble Hill
Liaison: **Charlotte Bergstrom**
Martha Heer
Enrollment: 290
Grades served: K-12
Volumes: 12,465

St. Rose of Lima
Liaison: **Sr. Leonilda Avery**
Enrollment: 497
Grades served: K-6
Volumes: 5,500

Bishop Ludden High
Liaison: **Cathleen Infanti**
Enrollment: 299
Grades served: 9-12
Volumes: 10,565

Bishop Ludden Jr. High	**Liaison: Cathleen Infanti** Enrollment: 221 Grades served: 7-8 Volumes: 10,565
Christian Bros. Academy	**Liaison: Sonya Snyder** Enrollment: 557 Grades served: 7-12 Volumes: 10,297
Immaculate Conception	**Liaison: Cathy Ward** Enrollment: 216 Grades served: K-6 Volumes: 4,470

B. Non-Participating Potential Members or Participants

1. **List each non-participating public school district, each non-participating school building in a member district and non-participating nonpublic school.**

Non-participating public school district.

Not applicable.

Non-participating buildings in a member district.

Not applicable.

Non-participating nonpublic schools.

The following are non-participating nonpublic schools:

Cincinnatus Christian Academy
Cortland Christian Academy
Park Side Christian School
Cortland SDA School
Marathon Christian Academy
Camp Georgetown Correctional Facility

Holy Cross	St. Margaret
Holy Family	St. Mary (Baldwinsville)
St. Ann	St. Mary (Cortland)
St. Charles	Bishop Grimes High School
St. Daniel	Bishop Grimes Jr. High
St. Matthews	St. Charles Borromeo
Parkview SDA Jr. Academy	Fairmount Day
Faith Baptist Academy	Temple Baptist Christian

Little Learner's - B'ville
Fremont Christian Academy
Community Christian School
St. Daniel
New Life
Liverpool Pre-K Center
Creative Environment
Little Learner's - OCS
Little Learner's - L'pool
Little Learner's - B'ville
Park Hill

2. **Describe the means used to encourage membership or participation by districts and schools currently not participating in the system. Outline a plan of activities and the school year in which the activities will occur.**

Annual spring presentation by the system director to the BOCES nonpublic Advisory Council.
Director available for presentations to administration and faculty of inquiring nonpublic schools.
Publicity and public relations materials available.
Standing SLS committee on membership and outreach comprised of representatives of member nonpublic schools.

C. UNION CATALOG DEVELOPMENT

1. Union Catalog

(a) **Describe the means for locating library materials through the system's automated catalog.**

(1) **OCLC is the machine-readable utility being used for database development.**

(2) **Information from existing library collections is being collected in three ways:**

Copies of shelf list cards from new acquisitions are sent to the system stamped with the code of the originating school.

For retrospective conversion projects, **shelf list cards are photocopied** and sent to the system in the same way.

For retrospective conversion projects in automated libraries, **a paper printout** of the designated area is submitted to the system.

In 1990, a pilot project involving a new school's fully automated library was undertaken. The entire collection of this library, which utilizes the Follett Catalog Plus software, was **exported in MARC Communications Format** and sent to OCLC for analysis. **Cumulation into a Brodart produced COM CAT and merging with the existing union catalog will be undertaken.**

(3) **Period of coverage for existing collection entry in the union catalog.** Conversion of K-12 member school library holdings began with current monograph acquisitions, fiction and non-fiction in the 1985-1986 school year.

Retrospective conversion projects:

800's from all member high schools.
200's from all member schools.
1987-1989 fiction acquisitions from all schools.
000's from all schools.

(4) **The type of entries that have in-depth coverage regardless of date** include all new monographic acquisitions and all existing collections in member libraries. The goal of existing retrospective conversion projects is the building of a union catalog reflective of the collections of member libraries.

(5) **The type of entries to be excluded** are materials of an ephemeral nature including all **uncataloged** paperbacks. Also excluded are audio-visual and computer software.

(6) **The schedule of entry by priority area and school year.** The following represents a continuing annual priority order:

- Current acquisitions.
- Current designated retrospective conversion category.
- Previous designated retrospective conversion category.
- Previous current acquisitions.

As determined by the Liaison Council, retrospective conversion projects will apply to all grade levels simultaneously and will proceed in order through the Dewey classification categories. Tapeloading and MARC record merging will continue to be explored as libraries automate.

(7) **The procedures for maintaining the current union catalog** are outlined in the system *Procedures Manual*. The union catalog will remain current through the systematic deletion from the database of materials discarded from member school library collections. Member school libraries are responsible for submitting records of withdrawn items to the system office on a regular basis.

In addition, a form was created in 1990 (*The COM CAT Change Form*) for reporting inaccuracies or inconsistencies as the union catalog is searched.

Also, annual or biannual paper printouts of the OCLC default designation (ZTPA) will be produced by Brodart and will be utilized to correct data entry errors. Further, if there is reason to believe that consistent errors have occurred in entering the records of any single school library, similar printouts will be incorporated in that school's annual inventory.

(8) **Procedures by which the system maintains an accurate count of catalog entries.**

Shelflist cards are recorded upon arrival at the system office to ensure that all schools are participating. Records entered and withdrawn from the database are manually recorded on data entry forms which indicate titles unique to the database (First Time Use) and titles which are added entries. OCLC provides monthly and quarterly reports of records entered and withdrawn from the database.
Brodart provides a report of the number of records added to and withdrawn from the database upon production of the system microfiche catalog.

(9) **The format in which the catalog is available to individual libraries.** The system union catalog is currently available in Computer Output Microfiche (COM CAT) format and on Compact Disc Read Only Memory (CD ROM) via a regional database (BibCat) as produced by CENTRO.

The system COM CAT is produced annually each fall and BibCat is also produced annually in the spring.

(10) **A description of relationships between the existing system database and other bibliographic databases within the region, within the state and beyond. How will the school library system assure compatibility of its automation with those of other library systems in the state as specified in CR 90.19(c)?**

Regionally, the system database is merged with the other four SLS's, the two public library systems and several academic and special libraries to form the BibCat CD ROM. With OCLC as the bibliographic utility of the system, all system records are full US MARC format. In the process of data entry, when faced with choices between seemingly duplicate records in the OCLC database, data entry instructions dictate that the DLC record (Library of Congress) is the record of choice. The system is a full contributing member of OCLC and, through OCLC, its records are available regionally, statewide, nationally and internationally for the purpose of resource sharing.

The system endorses and supports only records in US MARC format. It also affirms the necessity of MARC format for the purposes of records exchange, remote database searching, file transfer and computer-to-computer exchange of information.

The School Library System, therefore, is committed to the concept of the Electronic Doorway Library as set forth in *Technology & Access: The Electronic Doorway Library*, as prepared by the Phase II statewide Automation Committee of the Division of Library Development. "The promise of the Electronic Doorway Library minimizes the inequities of library size and site to offer equal information access to every resident of New York State" (*Technology & Access, p. 11*).

(b) **Describe current library automation within the system as it relates to union catalog development.**

Several districts within the system have made committments to automated district library programs. A new school was built with a totally automated library. Currently, two pilot programs are being investigated:

Tapeloading exported records in MARC Telecommunications Format into the OCLC database and merging these records into the production of a microfiche catalog.

Two schools are piloting a retrospective conversion project

whereby their shelf lists are sent to OCLC and the records are entered into the OCLC database and the MARC records are exported to 3.5" disks (the OCLC MARC OUT program) for loading into the libraries' automated systems. These two schools are using different software packages - Follett's Catalog Plus and Mandarin. The objectives of this project are to explore direct entry of library holdings into the system database via OCLC and to assess the compatibility of OCLC MARC records with local microcomputer based automation systems.

The system also has a Library Automation COSER ready for implementation pending approval by the State Education Department.

(c) **Describe current library automation needs within the system.**

Currently a need exists for research and development of individual software library automation packages' linkage and networking capabilities. There is a need for commercial vendors to cooperate for the purposes of ensuring "compatibility and transportability of the output from library applications software" (*Technology & Access, p. 33*).

There is also a need for technical expertise for investigating ways of maintaining an on site union catalog and for investigating the feasibility of the union catalog's being housed on a main frame vis a vis a microcomputer based system.

There is also a need for low-cost, efficient data entry/retrospective conversion.

(d) **Describe proposed automation activities that will enhance information and library services within the system and between other systems.**

Continued regional cooperation for the production of a merged regional database.

Promote Library Automation COSER based on a four system region.

Maintain communication with public and academic libraries that will provide dial and/or direct access to collections.

Continue to investigate linkages, computer-to-computer information transfer and remote database access.

2. **Union List of Serials and/or Other Materials**

(a) **Describe the means for locating library materials through the system's automated catalog. If any types of materials are excluded from the machine-readable database, describe the format and method of access.**

(1) **Designation of the machine-readable system or utility being used.**

The complete periodical holdings of each member school library are entered into the OCLC Union List of Serials in MARC format. They are thus included in the Central New York Regional Union List of Serials.

Holdings are also input into a local system microcomputer database which utilizes the dBaseIII+ applications software.

(2) **How information from existing library collections is being collected.**

A printout of each library's periodical holdings is sent annually to each school. Library media specialists make appropriate changes and return the printout to the system office for input into the local database and into the OCLC Union List of Serials subsystem.

(3) **The period of coverage for existing collection entry in the union catalog.**

Complete periodical holdings, both current subscriptions and back files, are included.

(4) **The type of entries that have in-depth coverage, regardless of date.**

All periodical holdings have in-depth coverage.

(5) **The type of entries to be excluded.**

All serials defined with an ISSN number are included.

(6) **The schedule of data entry by priority area and school year.**

All new subcriptions and updated information are entered annually.

(7) **The procedures for maintaining a current union list.**

Each building librarian forwards to the system office annually: all revisions, additions and deletions to their periodical holdings. Retention policies for each title are also included.

(8) **The procedures by which the system records the number of withdrawals and additions to maintain an accurate count of union list entries.**

The microcomputer database program used for producing the local Union List of Serials provides a count of catalog entries, and withdrawals and additions to the union listing.

(9) **The format in which the union list is available to individual libraries for information retrieval.**

Hardcopy catalogs are published and distributed biannually.

(10) **A description of linkages between the existing system union list and other union lists within the region, within the state and beyond. Include means by which the school library system will assure compatibility in its computerized and other technical operations with those of other library systems in the state as specified in CR 90.19(e).**

The complete periodical holdings of each member school library are entered into the OCLC Union List of Serials in MARC format and are thus included in the Central New York Regional Union List of Serials. As a full member of OCLC, the system serial records are available for resource sharing regionally, statewide, nationally and internationally.

As with monographic holdings in the union catalog, the system maintains a commitment to the MARC standard for bibliographic data.

D. INTERLIBRARY LOAN

1. **Describe the plan for interlibrary loan of materials among system member/participants and other library systems.**

   (a) **The procedures for accepting, verifying and responding to interlibrary loan requests.**

   The School Library System Council adopted an Interlibrary Loan Policy on September 11, 1986, and the School Library System Liaison Council approved the ILL Policy on September 24, 1986.

   The OCM School Library System *Procedures Manual* outlines the procedures to be followed by a member librarian in initiating or responding to interlibrary loan transactions with another member librarian or with the system office. This manual has been distributed to all member librarians and is due for revision in the summer of 1991.

   The system office serves as a referral center for all requests which cannot be filled from a member school library. Requests are referred to outside libraries and agencies in the following priority order: Onondaga County Public Library System, OCLC Group Access, New York State Interlibrary Loan Program (NYSILL), OCLC State/National System and the Central New York Library Resources Council. Requests which cannot be filled through these sources are considered unfilled. The system office also processes requests for member school library materials received through OCLC, NYSILL, CENTRO or via ALA Forms (US Mail).

   On April 1, 1991, the system became one of thirteen school library systems to pilot direct transmittal of ILL requests via NYSILL. It is hoped that this will reduce OCLC ILL costs and decrease requests turnaround time.

   Also starting April 1, 1991, the system is piloting an electronic resource sharing network via the PROFS system of TNT. Thirty schools were selected to participate with evaluation in June, 1991. If successful, this method of point-to-point and point-to-system resource sharing will be expanded.

   The use of the Technology Network Ties (TNT) backbone is an example of an instructional support application of technology that is consistent with the *Long-Range Plan for Technology in Education and Secondary Education in New York State* which was approved by the Regents in June, 1990. It is hoped that integration of library systems will lead to increased statewide

resource sharing and "the reduction of communications costs through network sharing." (*Long Range Plan... p. 13).*

(b) **The delivery system to be used, including any linkage with delivery systems of other library systems with whom interlibrary loan exists, and frequency of delivery to each member/participant.**

Intrasystem: The BOCES Film Courier Service is used for delivery of requests and materials to member school districts. This service provides twice a week delivery to all component public school districts and participating nonpublic schools. In addition, the system provides member school districts with envelopes to send ILL requests via US Mail if speed is required. The system office utilizes UPS services and US Mail to forward materials to outside libraries/agencies.

Onondaga County Public Library System: Onondaga County Public Library System provides delivery three times a week to the OCM School Library System office.

3 R's Council: The Central New York 3 R's Council provides daily delivery to members for resource sharing purposes. This service provides same day or overnight delivery.

Regional Information Center: The Regional Information Center located at the OCM BOCES provides daily delivery between the OCM BOCES and the following BOCES: Oswego County BOCES,Tompkins-Seneca-Tioga BOCES and Cayuga-Onondaga BOCES. The school library systems in this region use this service to deliver materials when necessary.

(c) **The procedures to be used for recording and reporting loaned and borrowed transactions among individual libraries (point-to point) and through the system.**

Member library procedure: Member school libraries record loaned and borrowed transactions on control sheets developed by the school library system. Examples of these forms and procedures for completing them are included in the system *Procedures Manual*. Member libraries submit copies of these forms to the system office twice a year, where they are collated and recorded.

System procedure: The interlibrary loan staff at the system office records materials borrowed from and loaned to outside libraries on control sheets. Statistics from these sheets are recorded monthly on statistic cumulation forms. These statistics are also provided on a monthly basis to CENTRO.

E. COOPERATIVE COLLECTION DEVELOPMENT

1. **Describe the procedures to be used in developing a plan for cooperative collection development among the school library media centers for serials and monographs. Indicate who will be involved in developing the plan.**

   In 1990 a Periodicals Depository Program was implemented. The policy was reviewed and adopted by the System Council on February 15, 1990 and by the Liaison Council on September 8, 1988. The policy was formulated by a committee of library media specialists, one of whom heads the umbrella committee which is formulating policy for an encompassing policy and program for cooperative collection development.

   This committee has begun collecting data for the development of a comprehensive, long-range plan of cooperative collection development.

   The annual Member Plan and Report also contains questions which help identify collection strengths and current practices for collection maintenance.

F. PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

1. **Describe the procedures which are used to assess professional development and continuing education needs, and how the needs will be translated into staff development programs.**

   The OCM School Library System offers the following program of inservice events and workshops:

   OCM BOCES/Syracuse City School Library System Annual Conference Day - Since 1986, the OCM BOCES and Syracuse City School Library Systems have offered a joint in-service conference day. Each spring preceding the conference, a survey is sent to all system librarians asking for suggestions for coming conferences and if they have programs or services that they would like to offer as a presentation. The program each year has included keynote speakers, panel discussions, workshops, handouts and exhibits on a variety of topics. Each year the conference is evaluated by member school librarians. Members are asked to list suggestions for future conferences again at this time. The SLS Annual Conference Day will continue to be offered each year of this Plan of Service.

Inservice Workshops by Grade Level. Starting in 1986, the school library system has also offered inservice workshops by grade level grouping: elementary and secondary. These full day events are intended to bring together school librarians at each level to share common concerns and to receive new information on selected topics. Each day has included sharing time, speakers and handouts. These workshops are also planned and evaluated by member librarians, who offer suggestions for future programs. These inservice days will also continue to be offered each year of this Plan of Service.

Workshops on Selected Topics. The needs of member librarians for inservice are often best met by workshops dedicated to one topic. Each year the system has offered workshops on such topics as: library automation, multi-media information, CD ROM technology, children's and young adult literature and interlibrary loan. Workshops on selected topics will continue to be offered each year as the need arises. Several of these workshops have been jointly offered by the system and the Onondaga County Public Library. Cooperation with the Central NY Teaching Center will be explored.

Syracuse University Spring Media Conference. The OCM School Library System is a co-sponsor of the annual spring media conference. The system director serves on the planning committee and provides programmatic and logistical input. This year the system sold the books of the featured authors and realized a profit of almost $600 which will be used to offer scholarships for system librarians attending the following year's conference.

2. **Describe ongoing system services that contribute to the professional development of library media specialists and other personnel, e.g., consultant and advisory services; development of a specialized collection of selection and verification tools; development of a specialized professional library; meetings regarding system procedures; publication of a newsletter, etc.**

   (a) **Consultant and advisory services.** The system director provides consultant and advisory services on library-related issues and concerns to member school librarians and administrators as needed. This included telephone consultation, meetings and on-site visits. The system director is regularly contacted by district personnel on such topics as: library automation; curriculum; library management; reference; legislation; strategic planning; the system *Member Plan and Report* and other system procedures; library staffing; library media specialists certification; job openings; etc.

(b) **Development of a collection of selection and verification tools.** Selection and verification tools are purchased each year for the system collection based on need, published reviews and suggestions from member librarians. In addition, the system maintains two Dialog accounts for the purposes of information retrieval, verification and education.

(c) **Development of a professional library.** Professional materials in all areas of library programming, library management and educational topics are purchased for the system collection each year based on suggestions from member librarians, assessment of their needs and published reviews. These materials include monographic, serial, audio-visual and computer software materials. This collection will be published as a bilbiography of the system professional collection using the Pro-Cite software. This program allows the user to manage a bibliographic database and to create and maintain properly formatted bibliographies.

(d) **Meetings regarding system procedures.**

- The SLS Liaison Council meets 5 times annually to discuss and review system procedures.
- System procedure updates are a regular agenda item at each of the grade level workshops.
- In the spring of 1991, the system piloted a program using an electronic bulletin board for information sharing and interlibrary loan. A Syracuse University student doing an internship at the school library system and a consultant from the Regional Information Center visited each of the 31 school libraries in the pilot program and instructed the librarian and the library aide in Electronic Resource Sharing and telecommunications protocol. This type of regional training will continue to be offered each year of this Plan of Service as needed.

(e) **Publication of a newsletter.** The school library system produces its own newsletter entitled *Insource*.

G. COMMUNICATION

1. **Describe:**

(a) **Procedures for communicating with school library system liaisons/communication coordinators. Include tentative regular meeting dates for '91-'92.**

- Regular meetings of the Liaison Council: The library system liaison council meets five times a year. The tentative schedule for 1991-92 is as follows:

  Sept. 25, 1991 (jointly with System Council)
  Nov. 14, 1991 March 12, 1992
  Jan. 9, 1992 May 21, 1992

- Telephone communication with each district liaison: All liaisons have access to a telephone or extension in the library.

- Publication of system *Library Personnel Directory:* Communication among members has been facilitated by the publication of a system-wide personnel directory. Directory information includes: name of librarian(s); library staff; building and library; hours open; telephone number and address. Also included in the next edition will be the e-mail address of each librarian. This directory is updated and printed annually.

- Distribution of system-wide memos: District liaisons receive memos and supporting information between meetings as necessary. System-wide memos are also distributed as the need arises.

- Electronic Bulletin Board: The school library system utilizes the PROFS component of the TNT network both messaging and interlibrary loans. Many schools currently have the capability for accessing the system via a modem and telephone line. As a joint pilot project with the Regional Information Center, on-site visits to set up the equipment and instruct the librarians in telecommunications were done. For those schools utilizing Apple II and Macintosh hardware, telecommunication software was provided.

(b) **The responsibilities of liaisons/communication coordinators.** A *Liaison Council Position Description* was adopted and is included in the Appendix of this Plan of Service.

(c) **The method of selection of liaisons/communication coordinators.** A district liaison is determined by the library media specialists within that district. An assurance of support is signed by the district superintendent.

(d) **Procedures used by liaisons/communication coordinators in promoting awareness of resources and services among system members and participants.**

Inservice workshops, conferences and special events planned by the system are publicized in advance through the use of fliers, memos, newletters, e-mail and at all BOCES and SLS Council meetings.

District liaisons to the system are responsible for communicating system resources and services in their home districts.

The system produces its own newsletter, *Insource,* which is distributed to all school librarians, council members, and some administrators.

The Electronic Bulletin Board, PROFS, is also going to be used for sending messages via distribution lists, for instance, 'all librarians,' 'elementary librarians' etc.

2. **Describe the system's procedures for promoting awareness of resources and services among system members, participants and other educational personnel/groups.**

(a) Director presentations. When requested, the director does a presentation on system services, library networking and regional resources. These presentations are available to school boards, PTA's, faculty meetings, Syracuse University classes, curriculum councils or any educationally related agency or group. Examples of system promotional materials and published products are distributed.

(b) Brochures and other promotional materials are available for distribution when BOCES services are publicized.

(c) The system does an annual interlibrary loan promotion which involves posters for each library and a promotional advertisement in the BOCES newsletter, *BOCES Update.*

(d) The system logo is utilized on all correspondence.

(e) Printouts of database searches include an attachment about the school library system.

H. SPECIAL CLIENT NEEDS

1. **Identify the special client populations to be served.** Special populations to be served include Special Education, Gifted Education, Bi-lingual Education, Drug Education, AIDS information, Family Life Education, Blind/Hearing impaired, and Alternative Education Programs.

2. **Identify the means by which special clients' needs will be determined.** The annual *Member Plan and Report* contains a survey of member schools about the special population served by their buildings. This information is annually reviewed by the Liaison Council and the SLS staff to determine if there are programs which can be developed to meet a unique demand for service.

   In addition, building librarians meet within their schools with teachers, parents and administrators. Results are returned to the system Liaison Council with subsequent discussion and suggestions for service implementation.

3. **Describe services/programs developed to address special clients' needs.** In the 1989-1990 academic year, the system offered a conference jointly with the AIDS Regional Training Center for area library media specialists. The material presented included both awareness of HIV and resources available for teachers and librarians. This conference will be offered again. Similar conferences exploring the special information needs of identified populations will be explored.

   The School Library System offers reference and ILL service to all BOCES projects which serve special populations, i.e. Special Education, English as a Second Language, Drug Education, Family Life Education etc. The system has assisted project managers in building collections of specialized resources and in disseminating bibliographies of available resources to member schools.

   In addition, the system performs ERIC and other database searches upon request for these programs.

I. INTERSYSTEM COOPERATION

1. **Describe formal and informal intersystem cooperation programs currently in effect with other library systems (school, public, reference and research library resources systems).**

Intersystem cooperative programs between the OCM School Library System and other library systems include:

School Library Systems

Syracuse City School Library System

- Interlibrary loan agreement.
- Exchange of COM Catalogs and Union List of Serials (OCM Union List placed in the 4 city high schools.)
- Regular delivery service - 3 times a week via Onondaga County Public Library Delivery Van.
- Joint annual fall conference and other inservice events.
- Co-sponsor of the Syracuse University Annual Spring Media Conference.

Oswego County School Library System
Tompkins-Seneca-Tioga School Library System

- Interlibrary loan agreement.
- Daily delivery through Regional Information Center.
- All OCLC full members - holdings available on-line.
- Regional Automation COSER pending (with Cayuga-Onondaga SLS also.)

Herkimer County BOCES School Library System
Madison-Oneida BOCES School Library System
Oneida County BOCES School Library System
Syracuse City School Library System

- Interlibrary loan agreement.
- Delivery service through CENTRO.
- Regular meetings between system directors to develop regional priorities, goals and programs.
- Merged Union List of Serials through OCLC Union Listing, subsidized by CENTRO.

Public Library Systems

Onondaga County Public Library

- Formal interlibrary loan agreement.
- Tri-weekly delivery provided by OCPL.
- OCPL Librarian a member of the SLS Advisory Council.
- Gaylord Circulation terminal located at SLS office provides access to OCPL system database and circulation.
- OCPL librarians invited to all SLS inservice events.
- Joint inservice workshops on common topics of interest.

3 Rs Council - CENTRO

- OCM School Library System is a member of the Central New York Library Resources Council (CENTRO).
- CENTRO Director is a member of SLS Advisory Council.
- SLS Director has served on the Planning and Resources Committee and is currently on the Automation Committee.

BibCat CD ROM Regional Merged Database

The School Library System's union catalog has been merged regionally with the following libraries:

- Mid-York Library System
- Onondaga County Public Library System
- Syracuse City SLS
- Madison-Oneida BOCES SLS
- Oneida BOCES SLS
- Hamilton College
- Herkimer BOCES SLS
- Colgate University
- Mohawk Valley Community College
- Faxton Children's Hospital
- Le Moyne College
- Onondaga Community College
- St. Luke's Hospital
- SUNY/Health Science Center
- SUNY/Morrisville
- Utica College

This database is produced on two CD ROM discs and members are incorporating the necessary hardware needs into their strategic plans. Several libraries will have this resource available for the 1991-1992 academic year.

Academic Libraries

SUNY Cortland
SUNY ESF
Onondaga Community College
Syracuse University - School of Information Studies

- formal interlibrary loan agreement with SUNY Cortland.
- Onondaga Community College Technical Services Director is a member of SLS Council.
- SUNY ESF Library Director is past member and chair of the SLS Advisory Council.
- SLS Director serves on the following committees at Syracuse

University: Spring Media Conference Planning Board and Scholarship Committee.

- SLS Director presents a class each semester on networking and school library systems to IST students.
- SLS Director meets regularly with IST staff to discuss areas of cooperation.

2. **Describe projected intersystem cooperation services during the period of this plan of service.**

   Investigate cooperative professional development activities with other neighboring school library systems and OCPL. Continue to discuss automation COSER implications with involved SLS's. The intersystem cooperation programs listed above will continue during this Plan of Service.

J. MEMBER PLAN

1. **Attach the outline of the *Member Plan* submitted to the system by members as required by CR 90.18(f)(4),(5).**

   The *Member Plan* is included in the Appendix.

2. **Describe how often the system participants submit the *Member Plan* to the system and how this self-assessment tool has been effectively used by the system and members.**

   The *Member Plan* format has been updated each year and updates have been due at the system office on June 30 of each year since 1986. This information is kept on file and made available to any librarian or administrator seeking information on library programs. Selected sections have been collated and provided to individuals and the Liaison Council upon request.

   The information included in the *Member Plan* is often used for implementing special system programs. For instance, currently a pilot program is in operation utilizing the statewide TNT network for point-to-point electronic transmittal of interlibrary loan requests. Participants in this program were selected based on the availability of telephone line and modems in the library. This information was obtained from the *Member Plan.*

In the future, the system will be investigating rewriting the *Member Plan* in order for it to be aggregated and read by computer. This would allow wider dissemination and utilization of the data by librarians and administrators.

K. *EVALUATION AND REPORTS*

1. **Describe the procedures used in the annual evaluation of the system's programs and services by all participants (building level). Include measurement techniques, data analysis and results.**

   An evaluation of system programs and services is included in the *Member Plan and Report*. Investigation of producing this data in machine-readable, aggregated format is planned. All system professional development activities are evaluated by participants as to the effectiveness of the program in: imparting new knowledge; enhancing skills, providing inspiration; etc. This data is provided to all library media specialists and Council members. Staff development coordinators often use this feedback to discuss, within districts, the continuing education needs of library media specialists.

   An evaluation of goals and objectives, based on the outline of the *Plan of Service,* is produced by the system director and submitted to the System Council annually at the June meeting, to the Director of Educational Communications and to the BOCES Assistant Superintendent for Support Services.

2. **Describe how the school library system's Council uses the results of the annual evaluation of the system by all participants to measure the effectiveness of current programs and services and to plan future programs and services designed to meet system needs.**

   The School Library System Council evaluates the accomplishments of each year's objectives, as presented by the system director, at the final Council meeting of the year.

   This evaluation results in adjustment and discussions of the subsequent year's goals and objectives as defined in the *Plan of Service and Organization.* If the *Plan of Service* is revised, the revision is submitted to the State Education Department for approval.

3. **Describe the procedures to be used to evaluate the appropriateness of contracting, combining or cooperating with adjacent school library systems to provide more effective and efficient delivery of services to members and participants of both systems.**

The five Central New York area school library system directors meet regularly to discuss mutual concerns and possible areas of cooperation. Areas discussed are: delivery of inservice; interlibrary loan and delivery systems; automation and union catalog activities. The union catalogs of these systems have been merged regionally into the BibCat database.

Meetings are held with the Directors of the Oswego, Tompkins-Seneca-Tioga and Cayuga-Onondaga School Library Systems to discuss automation and networking. These SLS's are included in the area served by our Regional Information Center.

Joint inservice opportunities with neighboring school library systems will be investigated.

Additional areas of cooperation will continue to be discussed.

4. **Provide assurance that an annual report on the system shall be prepared and presented to the system's Board of Education, District Superintendent, Council and members of the system.**

The following types of reports are made to the system Board of Education and the members of the system:

- Quarterly progress reports are submitted to the BOCES Board of Education.
- An annual evaluation of goals and accomplishments is submitted to the BOCES Board of Education in June of each year.
- An annual program description and summary of accomplishments is included in *OCM BOCES Annual Report* which is circulated among all member district personnel.
- The system *Annual Report* is presented to the District Superintendent and to the Council Chairperson for signature.
- Format and dissemination of an *Annual Report to Members* will be investigated.

L. SUMMARY

Outline the goals, objectives and expected accomplishments for each school year of the Plan of Organization and Service.

GOALS OF THE ONONDAGA CORTLAND MADISON SCHOOL LIBRARY SYSTEM

The School Library System endorses the following school improvement principles as initiated by New York State in the *Regents Action Plan,* the *Excellence and Accountability Program* and *A New Compact for Learning.*

These principles are:

1. All children can learn.
2. Improved student achievement through excellence and equity.
3. Collaborative planning is essential.
4. Decisions are data driven and research based.
5. A planning process is necessary.
6. There should be academic goals and clearly defined curricula.
7. Monitoring student progress is essential.
8. Teacher and staff effectiveness should be guaranteed through performance review and staff development opportunities.
9. Administrative leadership is essential.
10. Parent and community involvement is needed.
11. There should be opportunities for student responsibilities and participation.
12. There should be rewards and incentives for districts demonstrating excellence in program.

Congruent with these principles, the School Library System affirms the following long range goals:

1. The statewide library network will be available to students in order to provide unlimited access to necessary learning materials and resources.

2. School library media centers will provide the gateways to this network through the School Library System which will provide those learning resources necessary for an educated citizenry.

3. The School Library System affirms a committment to an information problem solving, literature based approach to teaching and learning. This approach is essential for guaranteeing the future success of students as independent, adult lifelong learners.

4. All children have a right to library service and a right to access information at their schools.

5. All children have equal access to the School Library System network and, via this network, to the statewide library network through their library media centers.

6. The School Library System will provide staff and professional development activities that will assist library media specialists and others in becoming active participants in the educational process.

7. The School Library System will provide a link to other libraries and library systems.

8. The School Library System will provide access to the necessary data and research which drives the educational decision-making process.

9. The School Library System is committed to high standards of leadership and professionalism for all library media specialists and to maintaining the high levels of service to the educational community.

Furthermore, the School Library System endorses and supports the *Long-Range Plan for Technology in Elementary and Secondary Education in New York State.*

9. To this end, the School Library System will provide opportunities for library media specialists and other educators to effectively plan and implement technology within the library media center and within the teaching/learning environment of schools.

10. The School Library System endorses the necessity of technology and telecommunications education in the K-12 information skills curriculum of library media centers.

The School Library System affirms the concept of the *Electronic Doorway Library* as the **primary focus of its mission**. This concept states:

> "The Electronic Doorway Library provides users needed information electronically from any part of the State through use of automation and resource sharing programs...."

1991 - 1992 SCHOOL YEAR

Key Objectives	*Expected Accomplishments*
1. To increase and improve access to member school library resources	Input current acquisitions/delete withdrawn records from the OCLC database.
	Systematically identify areas for retrospective conversion and input into the database.
	Investigate options for local maintenance of the union catalog on site.
	Produce sixth edition of system union catalog.
	If guidelines permit, apply for Regional Bibliographic Database Grants and LSCA Grants for regional automation through CENTRO.
	Cooperate regionally in merging databases and other projects.
	Publish update of SLS professional collection.
	Investigate automation activities which improve access to system union catalog.
	Provide consultant services for libraries interested in system union catalog on CD ROM.
2. To increase access to member library periodical holdings.	Gather updated periodical data and input into local database program.
	Publish list of Periodical Depository Libraries.
3. To assist in meeting research needs of member schools.	Provide reference and referral service.

	Investigate feasibility of database searching service.
4. To promote consistency in system procedures for ILL and database growth.	Print supplement to system *Procedures Manual*.
	Provide awareness activities for new librarians and assistants.
	Continue to evaluate related forms.
5. To assist in meeting instructional, informational and recreational needs of member schools.	Continue to serve as a referral center for ILL requests which cannot be filled by member schools.
6. To provide access to resources to the library community as a member of a resource sharing network.	Continue OCLC membership.
	Participate in NYSILL.
7. To facilitate use of the ILL network by member school districts.	Make presentations to member school faculties, school boards, administrative councils etc. upon request.
8. To facilitate ILL and all types of networking among school library media personnel.	Revise and publish a sixth edition of the system *Library Personnel Directory*.
	Educate librarians and assistants in electronic ILL and messaging.
	Encourage purchase of telecommunications equipment/software for the purpose of accessing the electronic mail system.
9. To provide cost-effective access to professional resources and verification tools for members.	Continue expansion of the professional library at the system headquarters.
10. To provide professional development and continuing education opportunities which meet member school district needs for inservice and promote awareness of system services.	Host sixth annual school library system conference day.
	Conduct elementary and secondary level inservice days for school library media personnel.
	Plan and conduct other inservice events as the need arises.

11. To increase member participation and awareness of SLS services.	Hold a minimum of 4 Council meetings. Increase awareness of school library system through brochures and print and audio visual materials. Use SLS logo on all correspondence.
12. To improve communication between the SLS and member schools.	Hold a minimum of 5 Liason Council meetings. Publish *Insource* newsletter, memos and other PR materials.
13. To assist members in assessing and strengthening their local school library media program.	Revise format and assist members in preparing a 1992 Member Plan.
14. To review, revise and evaluate governing structure of SLS.	Review Council Guidelines and make recommendations for revision. Investigate standing committee structure for SLS.
15. To continue regional intersystem cooperation.	Serve on CENTRO automation committee. Meet with other SLS Directors for cooperative planning. Serve on BOCES Councils. Cosponsor annual Spring Media Conference with SU School of Information Studies. Meet regularly with public library systems' representatives for cooperative planning.
16. To provide consultant services and assistance to meet special needs.	Periodically visit public and nonpublic schools as needed. Provide telephone consultation and meet with members.
17. To periodically evaluate system services and programs.	Evaluate all system inservice.

	Include evaluation of system services in annual Member Plan.
	Review goals and objectives with System Council in June.
18. To implement Cooperative Collection Development projects.	Investigate feasibility of Cooperative Collection Development COSER.
	Review and evaluate Periodical Depository program.
	Initiate standing committee to oversee, suggest and implement system CCD policy.
19. To define and identify needs of special client populations.	Initiate discussions to identify special client populations and suggest services to address their needs.
20. To serve as a contact with appropriate SED divisions.	Compile SLS Annual Report in a format provided by SED.
	Prepare other SED reports as requested and attend SED meetings.

1992 -1993 SCHOOL YEAR

Key Objectives	*Expected Accomplishments*
1. To increase and improve access to member school library resources	Input current acquisitions/delete withdrawn records from the OCLC database.
	Continue to systematically identify areas for retrospective conversion and input into the database.
	Implement local maintenance of the union catalog on site if feasible.
	Produce seventh edition of system union catalog.
	If guidelines permit, apply for Regional Bibliographic Database Grants and LSCA Grants for regional automation through CENTRO.
	Cooperate regionally in merging databases and other projects.
	Publish update of SLS professional collection.
	Continue to investigate automation activities which improve access to system union catalog and implement if feasible.
2. To increase access to member library periodical holdings.	Gather updated periodical data and input into local database program and OCLC.
	Publish fourth edition of *Union List of Periodicals.*
	Publish list of Periodical Depository Libraries.
3. To assist in meeting research needs of member schools.	Continue to provide reference and referral service.

	Implement database searching service if feasible.
4. To promote consistency in system procedures for ILL and database growth.	Provide awareness activities for new librarians and assistants.
	Continue to evaluate related forms.
5. To assist in meeting instructional, informational and recreational needs of member schools.	Continue to serve as a referral center for ILL requests which cannot be filled by member schools.
6. To provide access to resources to the library community as a member of a resource sharing network.	Continue OCLC membership.
	Participate in NYSILL.
	Investigate cooperative resource sharing projects with public library system.
7. To facilitate use of the ILL network by member school districts.	Make presentations to member school faculties, school boards, administrative councils etc. upon request.
8. To facilitate ILL and all types of networking among school library media personnel.	Revise and publish a seventh edition of the system *Library Personnel Directory*.
	Continue to educate librarians and assistants in electronic ILL and messaging.
	Encourage purchase of telecommunications equipment/software for the purpose of accessing the electronic mail system.
9. To provide cost-effective access to professional resources and verification tools for members.	Continue expansion of the professional library at the system headquarters, weeding as necessary.
10. To provide professional development and continuing education opportunities which meet member school district needs for inservice and promote awareness of system services.	Host seventh annual school library system conference day.
	Conduct elementary and secondary level inservice days for school library media personnel.

	Plan and conduct other inservice events as the need arises.
11. To increase member participation and awareness of SLS services.	Hold a minimum of 4 Council meetings. Increase awareness of school library system through brochures and print and audio visual materials. Use SLS logo on all correspondence.
12. To improve communication between the SLS and member schools.	Hold a minimum of 5 Liaison Council meetings. Publish *Insource* newsletter, memos and other PR materials.
13. To assist members in assessing and strengthening their local school library media program.	Review format and assist members in preparing a 1993 Member Plan.
14. To review, revise and evaluate governing structure of SLS.	Revise Council Guidelines as recommended and evaluate. Institute and evaluate standing committee structure for SLS as recommended.
15. To continue regional intersystem cooperation.	Serve on CENTRO automation committee. Meet with other SLS Directors for cooperative planning. Serve on BOCES Councils. Cosponsor annual Spring Media Conference with SU School of Information Studies. Meet regularly with public library systems' representatives for cooperative planning.
16. To provide consultant services and assistance to meet special needs.	Periodically visit public and nonpublic schools as needed.

	Provide telephone consultation and meet with members.
17. To periodically evaluate system services and programs.	Evaluate all system inservice.
	Include evaluation of system services in annual Member Plan.
	Review goals and objectives with System Council in June.
18. To implement Cooperative Collection Development projects.	Investigate feasibility of Cooperative Collection Development COSER.
	Initiate standing committee to oversee, suggest and implement system CCD policy.
	Identify areas for Cooperative Collection Development.
19. To define and identify needs of special client populations.	Provide referrals and services for these special populations.
20. To serve as a contact with appropriate SED divisions.	Compile SLS Annual Report in a format provided by SED.
	Prepare other SED reports as requested and attend SED meetings.

1993 -1994 SCHOOL YEAR

Key Objectives	*Expected Accomplishments*
1. To increase and improve access to member school library resources	Input current acquisitions/delete withdrawn records from the OCLC database. Continue to systematically identify areas for retrospective conversion and input into the database. Evaluate implementation of onsite database. Produce eighth edition of system union catalog. If guidelines permit, apply for Regional Bibliographic Database Grants and LSCA Grants for regional automation through CENTRO. Continue to cooperate regionally in merging databases and other projects. Publish complete bibliography of SLS professional collection. Continue to investigate and implement automation activities which improve access to system union catalog
2. To increase access to member library periodical holdings.	Gather updated periodical data and input into local database program. Publish list of Periodical Depository Libraries.
3. To assist in meeting research needs of member schools.	Continue to provide reference and referral service. Evaluate database searching service.

4. To promote consistency in system procedures for ILL and database growth.	Provide awareness activities for new librarians and assistants.
	Continue to evaluate related forms.
5. To assist in meeting instructional, informational and recreational needs of member schools.	Continue to serve as a referral center for ILL requests which cannot be filled by member schools.
6. To provide access to resources to the library community as a member of a resource sharing network.	Continue OCLC membership.
	Participate in NYSILL.
	Continue to investigate cooperative resource sharing projects with public library system.
7. To facilitate use of the ILL network by member school districts.	Make presentations to member school faculties, school boards, administrative councils etc. upon request.
8. To facilitate ILL and all types of networking among school library media personnel.	Revise and publish an eighth edition of the system *Library Personnel Directory*.
	Continue to educate librarians and assistants in electronic ILL and messaging.
9. To provide cost-effective access to professional resources and verification tools for members.	Continue expansion of the professional library at the system headquarters, weeding as necessary.
10. To provide professional development and continuing education opportunities which meet member school district needs for inservice and promote awareness of system services.	Host eighth annual school library system conference day.
	Conduct elementary and secondary level inservice days for school library media personnel.
	Plan and conduct other inservice events as the need arises.
11. To increase member participation and awareness of SLS services.	Hold a minimum of 4 Council meetings.

	Increase awareness of school library system through brochures and print and audio visual materials.
	Target teachers and administrators for marketing system services.
	Continue to use SLS logo on all correspondence.
12. To improve communication between the SLS and member schools.	Hold a minimum of 5 Liason Council meetings.
	Publish *Insource* newsletter, memos and other PR materials.
13. To assist members in assessing and strengthening their local school library media program.	Review format and assist members in preparing a 1994 Member Plan.
14. To review, revise and evaluate governing structure of SLS.	Revise standing committee structure for SLS as recommended.
15. To continue regional intersystem cooperation.	Serve on CENTRO automation committee.
	Meet with other SLS Directors for cooperative planning.
	Serve on BOCES Councils.
	Cosponsor annual Spring Media Conference with SU School of Information Studies.
	Meet regularly with public library systems' representatives for cooperative planning.
16. To provide consultant services and assistance to meet special needs.	Periodically visit public and nonpublic schools as needed.
	Provide telephone consultation and meet with members.
17. To periodically evaluate system services and programs.	Evaluate all system inservice.
	Include evaluation of system services in annual Member Plan.

	Review goals and objectives with System Council in June.
18. To implement Cooperative Collection Development projects.	Evaluate Cooperative Collection Development COSER.
	Revise CCD policy if needed.
	Identify additional areas for Cooperative Collection Development.
19. To define and identify needs of special client populations.	Provide referrals and services for these special populations.
20. To serve as a contact with appropriate SED divisions.	Compile SLS Annual Report in a format provided by SED.
	Prepare other SED reports as requested and attend SED meetings.

APPENDIX A

Job Descriptions

ONONDAGA-CORTLAND-MADISON
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
ADMINISTRATIVE JOB DESCRIPTION

DIVISION: Center for Educational Development

POSITION: Coordinator, School Library System

GENERAL RESPONSIBILITIES:

1. Reports to: Director, Center for Educational Development

2. The School Library System Coordinator is responsible for coordinating the establishment and continuation of a school library system resource sharing service among BOCES component school districts, local colleges, public libraries, business and industry.

SPECIFIC RESPONSIBILITIES:

1. Create a Union catalog

2. Establish interlibrary loan procedures.

3. Develop a cooperative collection development plan.

4. Plan and implement professional staff development and other continuing education activities.

5. Establish a communication network with district liaisons.

6. Develop a specialized collection of selection and verification tools for use by system members.

7. Serve as advisor to member libraries and school districts on program development and improvement.

8. Serve as liaison to appropriate State Education Department offices.

9. Develop cooperative activities with school library systems, public library systems, and the reference and research library resources system.

10. Conduct periodic visits to members and participants.

11. Plan and conduct procedures for data gathering and reporting.

12. Manage the fiscal affairs of the school library system service.

13. Perform related duties as assigned by the Director, Center for Educational Development.

Revised: July 1, 1986

APPENDIX B

System Council Guidelines

System Council Membership

Liaison Council Membership

Onondaga-Cortland-Madison
School Library System
Council Membership

GUIDELINES

DEFINITION

The School Library System Council shall be the policy-making body of the School Library System of the Onondaga-Cortland-Madison School Library System of the Onondaga-Cortland-Madison BOCES, in compliance with Commissioner's Regulations 90.18.

Policy shall be defined as, but not limited to, decision-making in the area of the Plan-of Service to member schools: evaluation of such plan, evaluation of school library system services as outlined in the Plan-of-Service, and other policies that are deemed necessary to the smooth functioning of the system.

MEMBERSHIP

COMPOSITION

The Council shall be composed of sixteen members, representing the following institutions:

Component public school districts	12
Non-Public Schools	1
Public Library System	1
Reference & Research Library Resources Council	1
Academic Libraries	1

APPOINTMENT

Members of the Onondaga-Cortland-Madison School Library System Council shall be appointed by the Council, acting on selections by:

Superintendents of component school districts
Non-public school administration
Public Library System Director
Reference/Research/Resources Council Director
SLS Advisory Council Nominating Committee

The roster of School Library System Council members shall be submitted to the OCM BOCES Board of Education for approval annually at their June meeting.

Public School District Representation

The 12 public school district members should be representative of the following groups: administrators, school library media specialists from both secondary and elementary school libraries, both large and small school districts, all geographic areas.

ATTENDANCE

If any Council member misses more than two consecutive meetings in one school year, s/he shall be dropped from the membership roster of the Council.

Should a vacancy occur on the advisory council due to the above circumstances, such vacancy shall be filled according to the procedures listed below.

TERM OF OFFICE

The term of office shall be three (3) years from July 1st to June 30th.

In the 1987-1988 school year, Council members shall be appointed for terms of from one to three years, so that, as nearly as possible, one-third of the members of the council shall thereafter be appointed each year.

VACANCIES

All vacancies on unexpired terms of office shall be appointed by the ALA Council, based on recommendations from the Nominating Committee.

MEETINGS

The Council shall meet a minimum of four (4) times per year, dates to be decided at an annual meeting in September of each year.

CHAIR

The Council shall elect a Chair and Vice-Chair at the annual meeting, to serve for one year.

COMMITTEES

Executive Council: The Executive Council will be composed of the Chair, Vice-Chair, Past Chair and System Director. The Executive Council will meet as needed, in the interim between Council meetings.

Nominating Committee: The Nominating Committee will be composed of the Chair, the System Director, and two council members chosen at large. It will be the responsibility of this committee to suggest candidates for council membership, as terms expire or in the event of the resignation of a council member.

ONONDAGA-CORTLAND-MADISON
SCHOOL LIBRARY SYSTEM

COUNCIL MEMBERSHIP - POSITION DESCRIPTION

Commisioner's Regulations require that council members be representative of the users and providers of library services within the school library system service area. They need not be certified school library media specialists in all cases. In addition, the public library system, reference and resources council, and non-public schools must be represented.

Membership of the council can be drawn from the following institutions: public school districts, non-public private schools, non-public parochial schools, the Central New York Library Resources Council, Onondaga County Public Library System, Finger Lakes Library System, Syracuse University, Lemoyne College, SUNY College of Environmental Science and Forestry, Onondaga Community College and SUNY Cortland. The following types of people should be considered for membership: School library media specialists, district library coordinators, district curriculum coordinators, principals/vice principals, superintendents/asst. superintendents, public librarians, public library system direcotrs/staff, and academic librarians.

Activities of the Council Member

1. Attend minimum of four meetings per year as required by commissioner's regulation 90.18.

2. Assist in developing and monitoring the implementation of the school library system plan-of-service.

3. Participate in developing and, when appropriate, recommending policies to the BOCES Board of Education and BOCES Superintendent which will make the system an integrated and effective component of the total educational program offered in the area.

4. Assist in identifying agencies and individuals who can contribute to achieving system goals.

5. Contribute to analyzing member school needs that may be satisfied by system services and helps develop priorities and strategies for meeting those needs.

6. Review recommendations made by the liaison group for compatibility with existing policies and the plan-of-service.

7. Participate in the development of an approvable system budget as reflects program objectives.

8. Participate in an annual review/evaluation of the system plan-of-service and the system director.

Adopted: 12/15/88 Revised: 2/16/89

ONONDAGA-CORTLAND-MADISON
SCHOOL LIBRARY SYSTEM

LIAISON COUNCIL MEMBERHIP
Position Description

Commissioner's Regulations 91.18 (f) require that each member school district appoint a certified school library media specialist as the liaison to the school library system. The liaison shall implement the procedures to be folowed in the district regarding data collection for union lists, cooperative collection development, other system requirements, intra-district and inter-district loan requests, and necessary reports. The liaison shall keep other librarians and staffof the members informed of school library system policies, procedures, activities and services.

Activities of the Liaison Council Member

1. Attend five meetings per year of the Liaison Council, including 1 joint meeting with the SLS Advisory Council.

2. Communicate information shared at Liaison Council meetings with appropriate school district personnel: school library media specialists, staff and administrators.

Example: Share information at regular district meetings of LMS. Circulate minutes and other materials to all district LMS.

3. Gather information about the district for the SLS when requested.

Example: Annual SLS Directory updates.

4. Identify problems within the district with SLS services and assists in developing solutions.

Example: Delivery, statistics, ILL procedures.

5. Arrange publicity within the district about SLS programs and encourage participation of LMS, teachers staff and administrators.

Example: Liaison might speak or show "Connections for Better Learning" at district faculty meeting, board meeting, or to parent groups. Contact administrators to be sure they are aware of SLS services and the obligations of SLS membership. Liaison might also attend department and/or grade level meetings periodically to provide information about SLS services.

6. Report annually to district board and administrators on district use of SLS services.

7. Coordinate updates of Member Plan of Service for district. Assist district

librarians in completing forms. Make sure signatures of principals and Superintendents are included.

8. Participate in evaluating and revising forms and procedures used by the SLS by discussing concerns with district librarians and gathering information and possible solutions.

9. Becomes the district resident expert on SLS procedures and the resource person in regard to SLS services.

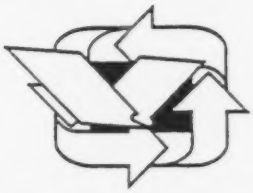
(f) *Membership.* (1) All school districts and non-public schools located within a BOCES supervisory district which has established a school library system shall be eligible for membership in such school library syst em, provided that each such member shall disignate a certified school librarian as the liaison to the school library system. The liaison shall implement the procedures to be followed in the district, within the general guidelines and procedures determined by the school library system, regarding data collection for union lists, cooperative collection development, other system requirements, intra-district and inter-district loan requests, and necessary reports. The liaison shall keep other librarians and staff of the members informed of school library system policie, procedures, activities, and services. Time to perform liaison duties shall be provided by the member. The liaison shall have access to an outside telephone line and photoduplication facilities.

APPENDIX C

Member Plan and Report

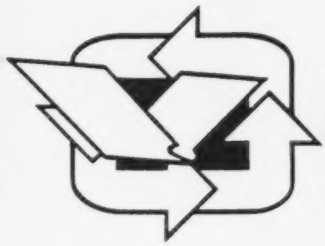
ONONDAGA ❁ CORTLAND ❁ MADISON

SCHOOL LIBRARY SYSTEM



MEMBER PLAN

1990 - 1991



ONONDAGA • CORTLAND • MADISON BOCES

SCHOOL LIBRARY SYSTEM

P.O. BOX 4754 • SYRACUSE, NEW YORK 13221
(315) 433-2665

INTRODUCTION

Since 1986, the school library media specialists of the Onondaga-Cortland-Madison School Library System have participated in a project to show how their district and building library resources and programs meet the needs of students and teachers, and to describe the ways in which they plan to make effective use of School Library System Services.

The ***Member Plan & Report*** is an extremely valuable planning and self assessment tool. It provides avenues for assessing the current state of the library media center collection and programs and also provides a convenient format for communicating these findings to the administration, faculty and the entire educational community. As a planning tool it provides the school library media specialist and the school administrator with an opportunity to discuss the goals and objectives of the library media program.

In these times of curtailed budgets and funding cuts, more and more programs and institutions are competing for less and less dollars. The costs involved in building and maintaining our union catalog (COM CAT) have been funded largely through state and federal funds. Unfortunately, these grants are in danger of being eliminated unless needs and priorities are demonstrated. In order to justify continued retrospective conversion projects which will ultimately result in a comprehensive catalog of all member school holdings, these funds must continue. To this end, I have included questions about the status of library collections in relation to the system union catalog (page 7, question 12). This information will be utilized for writing this year's grant proposals.

The beneficiaries of resource sharing, of course, are students and faculty. The goals and objectives of school library systems are congruent with New York State initiatives as set forth in *The New Compact for Learning*, especially when considering principle 4: *Provide the means.*

> "Every child in New York State is entitled to the resources necessary to provide the sound, basic education which the State Constitution requires. The requirement is not equality of input, but equity of outcome."

Please utilize this document to collect the statistical and evaluative data that will drive the planning process for your own library media programs.

If you have any questions regarding the format of the ***Member Plan,*** please do not hesitate to call the system office at 433-2665. The deadline for the submission of the report is June 30, 1991.

Finally, I would like to especially thank the school library system liaisons for their valuable input and support in developing this year's member plan.

Judith A. Jerome, Director
Onondaga-Cortland-Madison School Library System April, 1991

ONONDAGA-CORTLAND-MADISON
SCHOOL LIBRARY SYSTEM

MEMBER SCHOOL PLAN AND REPORT

District _____
School _____
Address _____
_____
_____
Library Hours _____
Enrollment _____

Librarian _____

School Phone _____
Library Phone _____
Home Phone _____
Home District _____
(School District in which you reside)
_____

TABLE OF CONTENTS

INTRODUCTION. i

SECTION I: MEMBER PLAN

Resources: Books, Serials. 1

Resources: Nonbook. 1

Resources: CDROM Subscriptions & Holdings. 1

Resources: Microcomputer Software. 2

Resources: Microcomputer Hardware. 2

Resources: Expenditures. 4

Library Personnel. 5

Communications. 5

Services/Programs: Interlibrary Loan/SLS. 6

Survey: Resources, Services, Communication, Automation. 7

SECTION II: GOALS: 1991 - 1992 ACCOMPLISHMENTS: 1990 -1991

SECTION III: ASSURANCES/SIGNATURES

1990 - 1991

I. RESOURCES/CIRCULATION

A. *BOOKS/PERIODICALS*

	Holdings-6/90		Additions 90/91		Withdrawn 88/91		Holdings-6/91		CIRC
	Titles	Vols	Titles	Vols	Titles	Vols	Titles	Vols	90-91
Fiction									
N-F									
Easy									
Totals									
Period/ News									
Micro-forms									

Total uncatalogued paperbound books which circulate_____

B. *NONBOOK MATERIALS*

AUDIO-VISUAL SOFTWARE	Holdings 6/90	Additions 90-91	Withdrawn 90-91	Holdings 6/91	CIRC 90-91
Filmstrips					
Microcomputer Programs					
Multimedia Kits					
Recordings					
Video Cassettes					
TOTAL					

C. *CD ROM SUBSCRIPTIONS AND HOLDINGS*

Please list all CD ROM products available in the library.

_____

_____

_____

_____

_____

D. MICROCOMPUTER SOFTWARE
(Used for Library Functions)

LIBRARY APPLICATION SOFTWARE	Title of Software & Company
1. Administrative Uses	
a. Bibliographies	
b. Catalog card production	
c. Circulation control (Ex. Follett)	
d. Database (Ex. PFS File & Report)	
e. Graphics (ex. Print Shop)	
f. Mailing Lists	
g. Overdues	
h. Telecommunications	
i. Word Processing	
j. Other (list)	
2. Library Skills	
3. Union Lists/Inventory Control	
a. AV Software	
b. Equipment	
c. Microcomputer Software	
d. Periodicals	
e. Other	

E. MICROCOMPUTER HARDWARE

Enter the following information on microcomputers/printers/modems etc. only about equipment *FOR WHICH THE LIBRARIAN IS RESPONSIBLE.*

MICROCOMPUTERS

MAKE/MODEL	Monitors Mono(#)Color(#)	No used for Instruction	No. used for library adm.	TOTAL MICROS
Apple II+				
Apple IIc				
Apple IIe				
Apple IIgs				
Macintosh				
Commodore 64				
IBM PC				
IBM PC XT orAT				
IBM PS/2 Model 50				
TRS-80 Model III				
TRS-80 Model IV				
Other micros (list make & model)				
TOTALS				

PRINTERS

MAKE MODEL	No. used for Instruction	No. used for Library adm.	TOTAL PRINTERS
Apple_____			
Epson_____			
Okidata_____			
Other_____			
TOTALS			

MODEMS

MAKE	MODEL	BAUD	No. used for Instruction	No. used for Library adm.	TOTAL MODEMS
Apple_____					
Hayes_____					
Other_____					
TOTALS					

CD-ROM PLAYER (interfaced with computer).

MAKE & MODEL	COMPUTER INTERFACE (Apple, IBM, etc.)	CD-ROM PACKAGE
Hitachi		
Phillips		
Apple		
Sony		
Toshiba		
Other (list)		

F. EXPENDITURE S - 1990-91 BUDGET

PLEASE NOTE: Include NY State categorical aid as part of Column I - School District Funding. ($2 /pupil library materials aid and $3/pupil computer software aid if selection is the responsibility of the librarian.)

		I. SCHOOL DISTRICT FUNDING	II FEDERAL FUNDING (Chap. II)	III Other FUNDING (PTA etc.)
a.	LIBRARY BOOKS (incl. Reference)	1.	2.	3.
b.	PERIODICALS & NEWSPAPERS	1.	2.	3.
c.	A-V RESOURCES	1.	2.	3.
d.	COMPUTER SOFTWARE (housed in LMC	1.	2.	3.
e.	LIBRARY SUPPLIES	1.	2.	3.
f.	TOTAL (a - e)	1.	2.	3.
g.	EQUIPMENT	1.	2.	3.
h.	GRAND TOTAL (f - g)	1.	2.	3.

i. Building Enrollment as of Oct. 1, 1990: _____

j. Total of Column I - School District Funding (from line f.1.): _____

k. Per Pupil Expenditure (divide line j by line i) _____

l. Do you receive $2.00/per pupil Library Materials Aid as a supplement to local school district funding? (Circle one)

yes no don't know

II. LIBRARY PERSONNEL 1990-91

A. *STAFF*

TITLE	NAME	No. yrs. Experience	No. hrs. per week
Library Supervisor			
Library Media Specialists	1.		
	2.		
	3.		
Library Aides/ Assistants	1.		
	2.		
	3.		
	4.		
Teacher Assistant	1.		
	2.		
Secretary			
Clerk/Typist			
Other Support Staff			
Specify			

B. *VOLUNTEERS*

TYPE	Number	Total hours per week
Adult		
Student		

III. COMMUNICATIONS

Please check the means that are used to communicate library services and policies to district personnel, students and parents.

	FROM: LIBRARIAN					
TO:	BLDG. PRINC.	DIST. SUPT.	BOARD OF ED.	STAFF	STUDENTS	PARENTS
Annual Report						
Monthly Report						
Newsletters						
Memos						
Flyers						
Bookmarks						
Posters						
Displays						
Bulletin Boards						
School Newspaper						
Broadcast programs						
Formal Presentations						
Surveys						
Others:						

BEST COPY AVAILABLE

IV. SERVICES/PROGRAMS

A. ***Interlibrary Loan/School Library System Services***

	INTERLIBRARY LOAN		
	MATERIALS BORROWED		MATERIALS LOANED ON INTERLIBRARY LOAN
Number of:	Requested	Received	
Books			
Serials			
Audio-Visual			
Computer S/W			
Totals			

Please answer the following questions involving system services:

1. Number of photocopies supplied for ILL requests _____
2. Number of shelf-list cards submitted for COM CAT _____
3. Number of serial titles submitted for Union List _____
4. Number of data-base searches requested through SLS _____
5. Number of SLS in-service workhops attended _____
6. Number of SLS Advisory/Liaison Council Meetings attended _____
7. Number of microfiche readers available for student use _____
8. Does the LMC have a microfiche/film reader/printer? (If yes, list make and model.) _____
9. Do you make faculty, staff and administrators aware of the School Library System's Interlibrary Loan services available to them?

   a. all the time c. sometimes
   b. frequently d. not yet

10. Do you make students aware of the School Library System's Interlibrary Loan services which are available to them?

    a. all the time c. sometimes
    b. frequently d. not yet

BEST COPY AVAILABLE

11. Do you encourage students and faculty to initiate Interlibrary Loan requests not found in the library?

a. sometimes
b. frequently
c. whenever possible
d. not yet

12. The following information is needed by the SLS for grant applications for retrospective conversion. If exact figures are unknow, please estimate as closely as possible.

a. Number of **titles** in library's collection_____
b. Number of shelf list cards sent to the School Library System_____
c. Percentage of collection sent to the School Library System_____
d. Percentage of collection **yet** to be sent_____

V. SURVEY: RESOURCES

1. Is a complete book inventory done each year in the LMC?

a. yes
b. no
c. "papercount" only
d. as much as time permits
e. other_____

2. Is a complete non-book inventory done each year?

a. yes
b. no
c. "paper count" only
d. as much as time permits

3. Is your LMC collection weeded on a regular basis?

a. yes
b. no

4. Is the LMC closed during inventory?

a. yes
b. no

If so, for how long and at what time of year _____

5. Is the LMC closed for any other reason during the school year?

a. yes
b. no

If so, please list reason and length of time _____

6. Is the LMC's shelflist current (listing acquisitions and missing items), accurate and up-to-date?

a. yes
b. somewhat
c. no

7. Does the LMC's shelflist indicate which items were entered in the School Library System database?

a. yes
c. no

7. Does the LMC's shelflist indicate which items were entered in the School Library System database?

   a. yes
   b. somewhat
   c. no

8. Is the LMC's card catalog complete, accurate and up to date?

   a. yes
   b. somewhat
   c. no

9. Is the LMC audiovisual software cataloged and processed?

   a. yes
   b. no

   1. Dewey
   2. Accesion No.
   3. Other_____

10. Does the LMC have an audiovisual catalog for use by teachers?

    a. yes
    b. no

11. Your building's computer software is selected for purchase by: (Circle as many as apply)

    a. principal
    b. teachers
    c. librarian
    d. district computer coordinator
    e. other _____

12. Is your building's computer software housed in the LMC?

    a. yes
    b. no

13. Is you school's computer software cataloged and processed?

    a. yes
    b. no
    1. Dewey
    2. Accession No.
    3. Other_____

14. Are catalog cards ordered with books and other materials?

    a. always
    b. seldom
    c. whenever available
    d. never

15. Are materials regularly added to the vertical file?

a. yes
b. no
c. don't have one

16. When catalog cards are ordered, do you request that the LC or ISBN number be included? (This makes inputting into COM CAT speedier and more accurate, and will facilitate future automation.)

a. always
b. seldom
c. whenever available
d. never

17. Is an extra catalog card ordered or reproduced to send to the System for inputting into the COMCATalog?

a. always
b. seldom
c. whenever available
d. never

18. Do you send catalog cards, or copies, for books which you have discarded, to the school library system so that they may de deleted from the COM/CATalog?

a. yes
b. no

19. Do you report errors or inaccuracies in the COMCAT on the *COMCAT CHANGE FORM* and return it to the SLS office?

a. yes
b. no

20. Average book circulation per month (estimate if records are not kept)

a. 0 - 500
b. 501 - 1000
c. 1000 - 2000
d. 2001 - 3000
e. 3001 - 4000
f. 4001 or more

21. Average number of periodicals checked out of the LMC per month.

a. 0 - 100
b. 101 - 300
c. 301 - 700
d. 701 - 1000
e. 1001 or more

22. Estimated number of LMC users per week (count students and teachers more than once if they return in the week)

a. 0 - 250
b. 251 - 500
c. 501 - 750
d. 750 - 1000
e. 1000 - 1500
f. 1501 or more

23. Does the district have an officially adopted selections policy including a form for challenged materials?

a. yes
b. no

EST COPY AVAILABLE

24. Has the form for challenged materials been utilized in your school within the last three years?

a. yes b. no

25. Does the district have an officially adopted copyright policy which covers print and non-print materials?

1. yes b. no

26. Does the district have an officially adopted collection development policy for school library media center resources?

a. yes b. no

28. Are teachers involved in the selection of LMC materials?

a. yes b. no

29. Are students involved in the selection of LMC materials?

a. yes b. no

30. Please list any SUBJECT areas in which you feel your collection is particularly strong. List special collections if they exist.

_____

_____

_____

_____

V. SURVEY: SERVICES

1. Do you provide a faculty handbook and/or regular bulletins about the LMC and it's services?

a. yes
b. no
c. part of school handbook
d. other_____

2. Do you provide a student handbook and/or regular bulletins about the LMC?

a. yes
b. no
c. part of school handbook
d. other_____

BEST COPY AVAILABLE

3. Do you provide an orientation program for new students?

   a. yes b. no

4. Do you provide an orientation program for new faculty?

   a. yes b. no

5. Do you provide one or more faculty in-service programs per year?

   a. yes b. no

6. You motivate reading through.....(circle as many as applicable)

   a. suggesting books
   b. oral storytelling
   c. picture book storyhours
   d. book talks to classes
   e. reading books aloud
   f. skits and games
   g. author appearances
   h. other contacts w/authors
   i. AV presentations
   j. book clubs/reports
   k. suggested reading lists
   l. puppets
   m. other _____

7. Library skills instruction is.....

   a. provided through weekly, regularly scheduled classes
   b. provided on request to classes ("flexible scheduling")
   c. provided through individual instruction
   d. provided by LMS and teacher working as a team

8. For regularly scheduled classes, please answer the following:

   a. Length of time (in minutes)_____ per class period
   b. Total # per week class periods_____
   c. Grade levels served _____

9. Do you give separate grades for library skills on report card?

   a. yes
   b. no
   c. grades are included within another subject area.

10. Do teachers stay with students when classes come to the LMC?

    a. few or none do
    b. most do
    c. all are required to do so
    d. I prefer teachers not remain

11. Do you have a written curriculum guide for library skills?

    a. yes
    b. no
    c. as part of another curriculum
    d. other_____

BEST COPY AVAILABLE

12. **7th/8th GRADES ONLY.** Has your district implemented the Regents Action Plan for Integrated Library Skills Instruction, i.e. integration of library skills into all curriculum areas?

    a. full integration into all subject areas
    b. partial integration (some subject areas)
    c. no integration - skills still taught independently

13. You help teachers to.....(circle those applicable)

    a. plan instructional units
    b. collect materials for planned units
    c. develop bibliographies
    d. set up equipment
    e. other_____

14. Does the LMC program provide assistance to students and teachers in the production of audiovisual materials?

    a. sometimes b. frequently c. never

15. Number of hours per week LMC is open for student use:

    a. 0 - 10
    b. 11 - 20
    c. 21 - 30
    d. 31 - 35
    e. 36 - 40
    f. 41 or more

16. You provide special materials and services for.....(circle those applicable)

    a. gifted and talented
    b. physically handicapped
    c. hearing handicapped
    d. visually handicapped
    e. learning disabilities
    f. educable mentally retarded

17. Do you sponsor money-making activities for the LMC?

    a. yes (Specify:_____)
    b. no

18. Are T.V. programs taped on request for teachers by the LMC?

    a. yes b. no

V. SURVEY: COMMUNICATIONS/REPORTING

1. There is a telephone in the library.

    a. yes b. no

BEST COPY AVAILABLE

2. If yes, circle the type of access you have:

   a. direct private line Phone No._____
   b. central switchboard Phone. No./Ext._____
   c. in-house only

3. If you have a private line or access to outside calls through the central switchboard, are you able to make long-distance calls?

   a. yes b. no

4. If you have a private line or access to outside calls through the central switchboard, circle the year your phone was installed:

   a. July 1990 - June 1991
   b. July 1989 - June 1990
   c. July 1988 - June 1989
   d. July 1987 - June 1988
   e. July 1986 - June 1987
   f. prior to July 1986

5. Do you have a telefacsimile (FAX) machine in your library?

   a. yes b. no

6. Do you have a (or an additional) telefacsimile machine in your building?

   a. yes b. no

7. If you do have a FAX machine in your building, do you have access to it?

   a. yes b. no

8. Do you have a FAX machine in your district (not in your building)?

   a. yes b. no

9. If you do have a district FAX machine, would you be able to access it to receive and send communications?

   a. yes b. no

10. Are you able to communicate easily with the School Library System office and other participating libraries for interlibrary loan?

    a. yes b. no

11. Do you have the equipment necessary to access electronic bulletin boards and on - line data bases?

    a. yes b. no

-ST COPY AVAILABI-

12. List any on-line data bases which you access:
(**Example:** SULIRS; DIALOG; ERIC; DOW JONES; Etc.)

Comments:_____
_____

13. Are you kept well - informed about School Libary System activities and programs (I.L.L.; Conferences; Workshops; Legislation; etc.)

a. yes b. no

Comments:_____
_____

14. Does the information presented at system conferences help you do your job better?

a. yes b. no

Comments:_____

15. Is release time available for system continuing education activities?

a. regularly
b. sometimes
c. seldom

Comments:_____
_____

16. When you attend system conferences.....

a. a substitute is hired
b. the library remains open but is staffed by building personnel Specify_____
c. the library is closed

17. Conference registration fees are paid by

a. the district
b. yourself

Comments:_____

18. What methods do you use to report to your building principal on library programs, resources and needs. (Circle those applicable.)

a. monthly report
b. annual report
c. weekly meeting/conference
d. monthly meeting/conference
e. other_____

BEST COPY AVAILABLE

19. If yes, to whom (in addition to your building principal) is this report distributed? (Circle all that apply.)

    a. No one else
    b. District Library Coordinator or Department Chair
    c. Other Librarians in district
    d. Superintendent
    e. Board of Education
    f. School Library System

20. Do you survey your students and faculty at least once a year to assess their satisfaction with your library's policies and sevices (including the School Library System policies, programs and services)?

    a. yes b. no

21. Do you report on these findings to your building principal?

    a. yes b. no

22. Do building librarians in your district meet regularly to exchange professional ideas, information, school library system information and to plan for district-wide library activities?

    a. no c. annually
    b. monthly d. other (how often?_____)

23. Have you made provision for reporting to the Board of Education regarding the use of the School Library System by your school district this year?

    a. yes b. no

24. If yes, please circle the means used to report your district's participation in the School Library System to the Board of Education.

    a. written district annual report
    b. AV presentation at Board meeting
    c. brief oral presentation at the Board of Meeting
    d. other_____

25. If no, what are your plans for reporting to the Board of Education regarding the use of the School Library System by your school district? Include a time line for proposed activities.

_____

_____

_____

V. SURVEY: AUTOMATION

1. Are you automated?

   a. yes b. no

2. What components?

   a. circulation
   b. catalog
   c. both

3. Do you have a file server in your building?

   a. yes b. no

4. If yes, what model?_____

5. Which automation software do you use?

   a. Follett
   b. Mandarin
   c. Winnebago
   d. Molli
   e. Other (Specify)_____
   f. N/A

6. Is your OPAC networked outside the library, but within the building?

   a. yes b. no

7. Is your OPAC networked district-wide?

   a. yes b. no

8. Briefly, what are your long & short range automation plans?

_____

_____

_____

_____

BEST COPY AVAILABLE

PART II

GOALS and ACCOMPLISHMENTS

Goal setting and evaluation are important parts of a school library media program.

Describe the building level goals for the library for the 1991 - 1992 school year in the areas of resources, program services, communication, staffing and instructional program. Describe how your objectives for the 1990 - 1991 school year were realized.

The following format may be used. However, if an alternative format is used, please attach to this page.

1. **RESOURCES:** **Goals for 1991 - 1992**

   Include plans for collection evaluation, inventorying, and collection development. Resources should include books; serials; audio-visual software and hardware; computer software and hardware.

_____

_____

_____

_____

_____

_____

_____

_____

RESOURCES: **Accomplishments: 1990 - 1991**

_____

_____

_____

_____

_____

_____

BEST COPY AVAILABLE

2. **PROGRAMS/SERVICES: Goals for 1991 - 1992**

Include plans extending/improving or adding to current programs, services and facilities.

_____

_____

_____

_____

_____

_____

_____

PROGRAMS/SERVICES: Accomplishments: 1990 - 1991

_____

_____

_____

_____

_____

_____

_____

3. **COMMUNICATION: Goals for 1991 - 1992**

Describe ways to continue or add to current communication techniques.

_____

_____

_____

_____

_____

BEST COPY AVAILABLE

GOALS: COMMUNICATION (continued)

COMMUNICATION: Accomplishments: 1990 - 1991

_____

_____

_____

_____

_____

_____

_____

4. **STAFFING: Goals for 1991 - 1992**

Include plans for adding to existing staff coverage, training programs for aides and volunteers, professional growth through attendance and conferences, etc.

_____

_____

_____

_____

_____

_____

STAFFING: Accomplishments: 1990 - 1991

_____

_____

_____

_____

_____

_____

GOALS: STAFFING (continued)

5. **INSTRUCTIONAL PROGRAM: Goals for 1991 - 1992**

Include plans for extending/improving or adding to current instructional programs and information curriculum.

_____

_____

_____

_____

_____

_____

_____

INSTRUCTIONAL PROGRAM: Accomplishments: 1990 - 1991

_____

_____

_____

_____

_____

_____

_____

ONONDAGA-CORTLAND-MADISON SCHOOL LIBRARY SYSTEM

MEMBER SCHOOL PLAN & REPORT

JUNE 1991

PART III

ASSURANCES

I have read the accompanying annual report of library resources, programs and staff and have reviewed the goals for 1991 -1992, as required by Commissioner's Regulations 90.18 (f) (4). I assure the State Education Department that we will make every effort to achieve these goals and to provide adequate qualified staff to administer the library media program, including school library system responsibilites.

_____ _____

DATE BUILDING PRINCIPAL

_____ _____

DATE DISTRICT SUPERINTENDENT

APPENDIX D

Signatures

The University of the State of New York
State Education Department
Division of Library Development and
Bureau of School Library Media Programs
Albany, New York

APPLICATION FOR APPROVAL OF A SCHOOL LIBRARY SYSTEM TO RECEIVE STATE AID PURSUANT TO EDUCATION LAW 207, § 282 AND § 284 AND SECTION 90.18 OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION

Name of Education Agency: Onondaga-Cortland-Madison BOCES

Address of Educational Agency: 6820 Thompson Road, Syracuse, NY 13221

Name of School Library System: Onondaga-Cortland-Madison School Library System

The application for approval of the school library system Plan of Organization and Service and for receipt of subsequent state aid is hereby submitted in accordance with outlined requirements.

The School Library System submitted the Plan of Organization and Services approved by the Council on _____ to the board of education for action. The board of Education at a legal meeting held May 16, 1991, reviewed the document and approved (by a vote of unanimous for and _____ against) its transmittal to the Division of Library Development, State Education Department, Cultural Education Center, 10B41, Albany, New York 12230.

(date) May 16, 1991 (signed) Rocco L Caprara
President, Board of Education (BOCES/Big City)

(date) May 16, 1991 (signed) Rus Stites
District Superintendent (BOCES/Big City)

(date) June 10, 1991 (signed) Martha L Heer
Chair, School Library System Council

(date) 5/28/91 (signed) Judith A. Greene
School Library System Director

(date) 5/21/91 (signed) Thomas J Mollica Jr.
Supervisor of School Library System Director

New York State's School Library Systems:
Background and Mandate

BACKGROUND

Library Systems have been an integral part of library service to the citizens of New York State since 1950 when the establishment of Public Library Systems was authorized by Education Law. By 1961 all counties in the State were included in Public Library Systems. In 1978 Reference and Research Library Resources Systems (RRLRS) were authorized by Education Law, although chartering took place between 1964 and 1967. The RRLRS have a broad mission including providing services to the research community and hospital libraries, supporting higher education, and so on. The RRLRS also serve as agents for coordination of the regional bibliographic database and interlibrary resources sharing grants. A third kind of Library System was authorized to serve school libraries, following a pilot test of twelve School Library Systems.

STRUCTURE

In 1984, enabling legislation and funding for planning grants for the formation of permanent School Library Systems throughout the state was passed. School library systems were immediately formed within the structure of Boards of Cooperative Educational Services (BOCES) and the five Big City School Districts throughout the state. In contrast to the two other types of library systems, the School Library Systems are not chartered and are part of a different organizational structure. It is important to note that School Library Systems were

created with a solid base in both law and regulations placing SLS funding out of the 'soft money' category. Also, School Library Systems were created with the identity of a library system - different from the ordinary BOCES or city district service, and part of the statewide network of libraries and library systems. Law also mandated a School Library System Council with important, ongoing responsibilities for the plan of service, reviewing the annual budget, and monitoring and evaluating the system. There still remain many questions about the autonomy of the School Library System Council within the BOCES structure and in relation to the BOCES Board of Education. There are 46 School Library Systems at this time.

The School Library Systems' primary purpose is resource sharing. In addition to interlibrary loan and delivery, the School Library Systems are engaged in building machine-readable databases of the holdings of their members, coordinated collection development, service to clients with special needs, public relations and continuing education activities.

> **283. FUNCTIONS OF SCHOOL LIBRARY SYSTEMS.** The functions of School Library Systems shall include but not be limited to: (a) creating, and developing a union catalog of materials listing the resources of each participating school library; (b) developing a plan which will aid each participating school library in cooperative collection development; (c) adopting and implementing an interlibrary loan policy and program among participating school libraries; (d)assuring a method of effective delivery of library materials within the system; (e) promoting development programs and continuing education for staff of participating schools; (f) encouraging awareness of the resources and services available in participating school libraries; and (g) cooperating with other library systems in resource sharing and other activities.
> *NewYork State Education Law Article 283*

MEMBER PLANS

One of the requirements for membership in a School Library System is the

annual submission to the School Library System by each library media specialist of a Member Plan. Each system's Member Plan is formulated by a committee of participants and is evaluated and revised annually. Each Plan is designed to be a self-assessment tool at the building and district level and therefore must have the signature of the building principal and district superintendent. A copy of the Member Plan is included in the Appendix of the School Library System *Plan of Service and Organization.*

PLAN OF SERVICE AND ORGANIZATION

Chapter II Regulations of the Commissioner: Subchapter D - Libraries - Part 90. 90.18 - School Library Systems. (c) Plan of Service.
(c) Plan of service. (1) Content. A BOCES or board of education of an eligible city school district or combination of BOCES and/or eligible city school districts seeking funding as a school library system shall submit to the commissioner a plan of service approved by the school library system council in the form prescribed by him. The plan shall include, but not be limited to:

(i)identification of all school districts and non-public schools, both members and non-members, and their libraries, within the service area of the school library system, and the means by which the school library system will encourage school districts and nonpublic schools not yet served to become members;
(ii)statement of the policies and procedures to be used for selection of the school library system council members, indicating how such policies and procedures assure that the council is broadly representative of the providers and users of library services.
(iii)the means to be established for locating library materials within the participants through a machine-readable catalog which will be consistent with standards for regional bibliographic data bases set forth in section 90.19 of this Part:
(iv)procedures for accepting, verifying and responding to the requests for interlibrary loan, and a description of the delivery system for sharing library materials;
(v)identification of the staffing patterns that will support the system, including the advisory services to be available to its members.
(vi)plans for cooperating with school and other types of library systems, and the designation of the reference and research library resources system to which the School Library System will apply for a membership:

(vii)the means by which the School Library System will assure compatibility in its computerized and other technizal operations with those of other library systems of the State as specified in section 90.19(e) of this Part;
(viii)identification of special client group needs, and the means for meeting them;
(ix)the means by which the School Library System will assure continuing needs assessment and program development, including staff development needs, and the appropriate activities to meet those needs;
(x)the means by which a plan for cooperative collection development shall be developed and implemented;
(xi)procedures for promoting awareness of resources and services among system members and participants;
(xii)procedures for encouraging communication among members and participants regarding effective practices and cooperative projects;
(xiii)procedures for an annual evaluation of programs and services, for an annual report to members and other appropriate groups on system programs and activities, and a description of how the results of the annual evaluations will be used to plan future programs and services;
(xiv)procedures for evaluating the appropriateness of combining or cooperating with an adjacent School Library System to provide more effective and efficient delivery of services to the members and participants in both systems; and
(xv)a description of the responsibilities of district liaisons and, in city school district systems, of the communication coordinators.

(2)Criteria for approval

(i)No plan of service of a school library system shall be approved unless there is evidence that the plan was developed collaboratively with the administrators and librarians of the schools in the area to be served, and there is evidence of consultation with public library systems and the reference and research library resources system in the area to be served.
(ii)No plan of service shall be approved unless it provides a method by which members of the School Library System are obligated to permit the interlibrary loan of books and materials to other members of the School Library System and to members of other systems with which the School Library System has reciprocal interlibrary loan agreements, except for materials not loaned within a participating district or school.

(3)Revision. The plan of service of each school library system shall be effective for a period of three years. The initial plan subsequent revisions thereof shall be filed no later than April 30 for implementation in the school year beginning the following July 1. The plan of service shall include signed statements from the chief school officer of each member that such person has reviewed the plan.

New York State Education Law

The above selection is from *The Regulations of the Commissioner of Education Pertaining to Public and Free Association Libraries, Library Systems, Trustess and Librarians.* It very specifically states what must be covered in the three year strategic plan that is submitted to the State Education Department. The first three year plan was submitted for the years 1988 - 1991 with the second plan due to be written and submitted in 1991 for the years 1992 - 1995. For the Onondaga Cortland Madison School Library System, this was done in the spring of 1991.

Actual planning for this document began the previous year with each Council member's receiving an outline of the major areas of *The Plan of Service.* The School Library System also supports another council, called the Liaison Council, which is composed of a library media specialist from each public school district and non-public school. Their job is to meet five times during the school year and communicate with the other librarians in their district about news and information from the School Library System. For the OCM School Library System this Council is composed of 27 members.

At the February meeting the Liaisons were divided into working groups with each group assigned a particular section of *The Plan of Service.* The task of each group was to review that section of the old *Plan of Service* and make recommendations for changes and additions to the new Plan. Their comments and suggestions were collated and duplicated into a single document which was distributed to the System Council. Each individual Council member read this document and added suggestions and respones in writing. Most Council members provided very solid comments and recommendations which I then used to prepare a draft *Plan of Service.* A sub-committee of the Council then met,

reviewed the draft and made further suggestions and revisions which were then incorporated into a final draft. This final draft was submitted to the BOCES Board of Education and was unanimously accepted. This final draft was also duplicated and mailed to each of the sixteen Council members along with a ballot for acceptance or rejection. It again was accepted unanimously. The other necessary signatures for approval included: the BOCES Superintendent, the School Library System Director, the School Library System Chair Person and the Supervisor of the School Library System Director. Although it wasn't mandated by law, I decided to send a copy of the draft to each district's superintendent for approval. All districts returned a form verifying their willingness to comply with the *Plan of Service* as written. The final document was then sent to the State Education Department for approval which is pending.

A WORD ABOUT STRATEGIC PLANNING

Although the process of obtaining feedback and the actual writing of this document involved a significant amount of time, I support and believe there is great value in this method of planning for the future. The process itself creates a community of committed advocates that will continue to support the School Library System in its mission. In addition, planning is learning - an ongoing process, not a series of events. The focus is as much on creating a learning community and developing a consensus about mission and goals as it is on the preparation of a document. Those involved then become better able to articulate these goals to the faculty and administration within their districts; thereby, supporting and increasing credibility for their own school library media

programs.

The Plan itself becomes a tool for justifying budget expenditures, facilitating decision making about the future of the School Library System and acquainting new Council members with the organization of the School Library System. At the conclusion of each academic year the goals and expected accomplishments will be reviewed and the goals for the coming year discussed. This keeps the *Plan of Service* a vital document and maintains a structured but flexible review process.